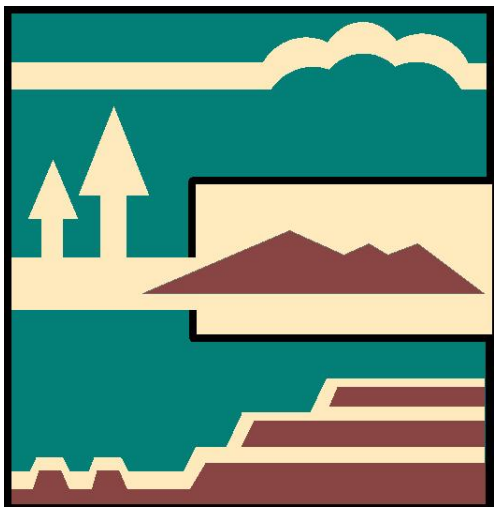
# Coconino County

# Geographic Information Systems (GIS)

# Web Site Guide



The information provided through the Coconino County GIS Internet Mapping website is for general planning purposes only. It is not a legal description.

This document is currently under review.

The next version will be available November 14, 2005

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## *GIS Terminology*

Geographic Information Systems use spatial and non-spatial data to create maps that show relationships between the two types of information. Spatial data is associated with a specific geographic location or area; non-spatial data is not. Spatial data such as parcel locations can be mapped with non-spatial data such property owner names to create a map representing ownership of an area.

These definitions and acronyms are used in various sections of the site:

| Term | Definition |
|---|---|
| APN | Assessor's Parcel Number. Consists of a 3-digit Book Number, followed by a 2-digit Map Number, followed by a 3-digit Parcel Number. The APN may also contain a split designation, if the parcel has changed since it was originally issued. |
| Attribute | A characteristic of a map feature. Attributes of a river might include its name, length, and average depth. |
| Buffer | An area surrounding a feature, such as an environmental protection zone around a pollution site. |
| Database | An electronic collection of searchable data, organized tables. Tables are made up of rows and columns. Each row is called a record. Each column is called a field. The intersection of a column and row is called a cell. A cell contains an attribute. |
| DOR | Arizona Department of Revenue |
| Feature | A spatial map element, such as a parcel, road, or flood zone. |
| Field | A column in a database table. Each field contains the values for a single attribute. For example, Street Name could be the name of the field, and the individual cells containing names of each street, such as Fourth Street and Fifth Avenue, would be the individual attributes. |
| GIS | Geographic Information Systems |
| Identify | In GIS, an Identify tool is used to click on a feature and open up another a window that shows the feature's attributes. |
| Line | A one-dimensional feature having only length, no width. Examples of linear GIS features are roads, rivers, and district boundaries. |
| Metadata | Data about data, such as accuracy levels, map projection type, dates, and data limitations. |
| Point | A spot that has a specific location, but does not have physical or spatial dimensions. An examples of a GIS point is an addrss. |
| Polygon | An enclosed area with at least three sides. Example of GIS polygons are parcels, voting districts, and enterprise zones. |
| Quadrant | Any one of the four quarters into which something is divided by two real or imaginary lines that intersect each other at right angles. |
| Query | A question formatted to be answered by searching a database. |
| Record | A row in a database. |
| Situs Address | The place where something has the legal right to be locataed. |
| Table | A section of a database comprised of rows and columns. |

# *Getting Started*

## Optimizing Your Computer Settings for the GIS Web Site

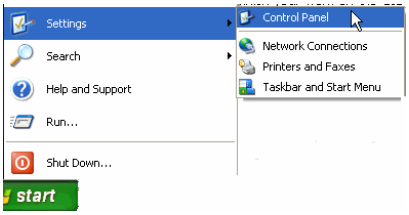
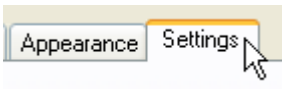
In order to view the entire web site, you should:

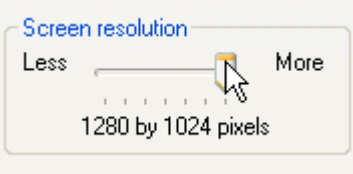
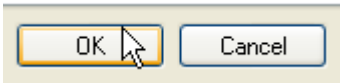
- Enable pop-up windows for the Coconino County GIS web site
- Set your computer display resolution to 1280 x 1024, if possible. Some video cards may not allow this resolution. However, without this resolution, you may not be able to view the entire web site.
- Display the Status Bar
- Display the Standard Toolbar

### Changing your screen display resolution

Depending upon your operating system, the specific steps you take may vary. Items in parentheses may not appear on every system. If the following instructions do not coincide with your operating system, see your operating system's Help on changing screen resolution.

To change your screen display resolution:

| | |
|---|---|
| 1. On your Taskbar, click Start, (Settings), Control, Panel. |  |
| 2. In the Control Panel, double-click Display (Appearance and Themes). | |
| 3. In the Display Properties dialog box, click the Settings tab. |  |
| 4. In the Screen Resolution section of the screen, note the current setting in the pixels section, so that you can restore your screen to its standard resolution when you finish your work on the GIS web site. | WRITE YOUR SCREEN RESOLUTION HERE: _____ |

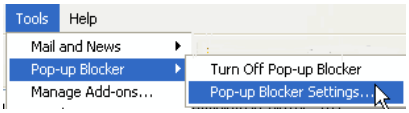
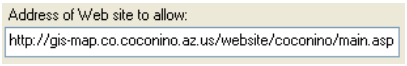
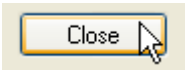
| | |
|---|---|
| Example: 460 X 640 | |
| 5. In the Screen Resolution section of the screen, move the slider until it displays 1280 x 1024 pixels. |  |
| 6. Click OK. |  |

Your system may give you a preview, or require you to restart your computer. When you complete your work on the web site, follow the instructions to restore your original screen display resolution settings.

## Enabling pop-up windows for Coconino County GIS web site

In versions before Windows XP, with Service Pak 2, pop-up window suppression may be handled outside Internet Explorer. In some systems you may need to enable pop-ups for all sites while you use the GiS site.

To enable pop-up windows in Internet Explorer 6.0:

| | |
|---|---|
| 1. On the Tools menu, click Pop-Up Blocker, Pop-up Blocker Settings.<br>Note: If the Turn On Pop-Up Blocker menu item is available, your pop-up windows are not blocked, and you do not need to change your settings. |  |
| 2. In the Pop-Up Blocker Settings dialog box, enter the following Address of Web site to allow: http://gis-map.co.coconino.az.us/web site/coconino/main.asp |  |
| 3. Click Add. | |
| 4. Click Close. |  |
| Pop-up windows will be allowed on the Coconino County GIS web site pages, without affecting your pop-up window settings for other sites. | |

## Displaying the Status Bar

The Status Bar shows you:

- Progress as the web site processes your request
- Names of tools as you place your mouse over the Toolbar

To view your Status Bar:

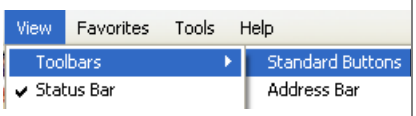
| | |
|---|---|
| 1. In Internet Explorer, on the View menu, check Status Bar. | |
| The Status Bar will appear at the bottom of the screen. | |

## Displaying the Standard Toolbar Buttons

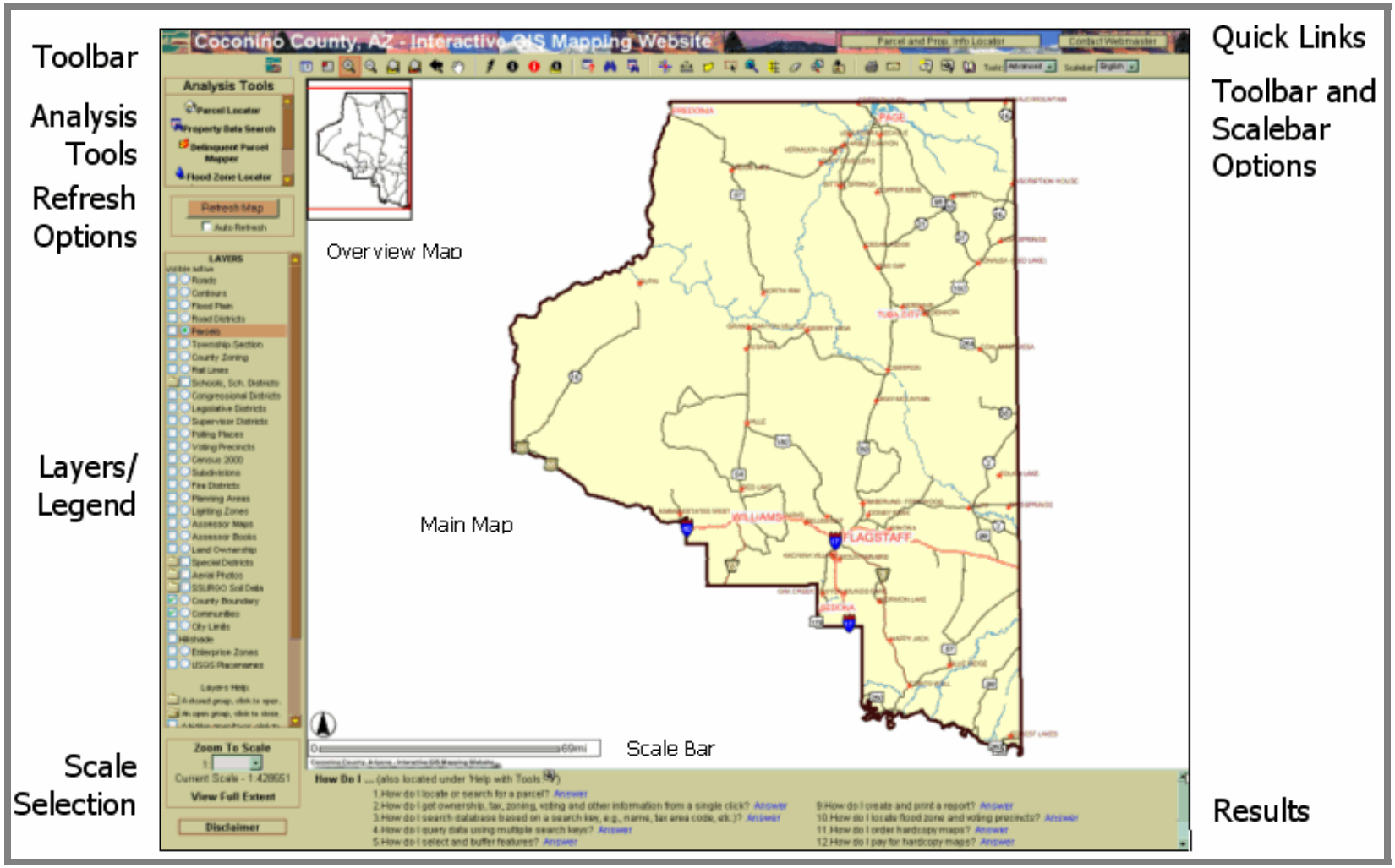
The Standard Toolbar shows you:

- The standard web site navigation buttons, such as Back and Forward.

To view the Standard Toolbar:

| | |
|---|---|
| 1. In Internet Explorer, on the View menu, select Toolbars and check Standard Buttons. |  |
| The Standard Toolbar will display next to your other toolbars. | |

## Identifying Screen Sections of the Web Site



## Selecting Your Options

Various sections of the web site give you different options. You can change these options at any time without having to restart your analysis.

### Updating the Screen Display (Refreshing the Screen)

In the Refresh Options section of the screen, you can choose to:

- check the Auto-Refresh box to have the web site automatically update the Main Map every time you check or uncheck a visible layer
- uncheck the Auto-Refresh box to have the web site wait until you click the Refresh Map button to update the Main Map with all the visible layers you have checked and unchecked

Using the Auto Refresh option, if the parcels layer is currently visible and you wish to display the roads layer and not to display the parcels layer, the Main Map would update when you uncheck the Visible box next to the parcels layer, and update again when you check the Visible box next to the roads layer.

Without the Auto Refresh option, if the parcels layer is currently visible and you wish to display the roads layer and not to display the parcels layer, the Main Map would only update after you uncheck the Visible box next to the parcels layer, check the Visible box next to the roads layer, and click the Refresh Map option.

| | |
|---|---|
| 1. To switch from manual to automatic updates to the Main Map section of the screen, check the Auto Refresh box. | |

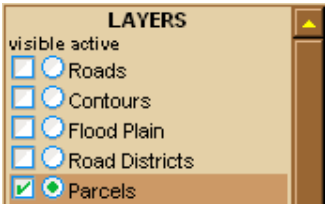
### Displaying the Layers List or the Legend

In the Layers/Legend section of the screen, you can choose to:

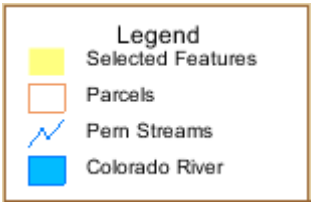
- display a list of all the available layers, and whether they are visible and/or active
- display a legend describing the symbology of all the visible layers

1. To switch between viewing the layers list or the legend, on the Basic Toolbar click the Layers/Legend button.

**Layers/Legend Button**




**Layers List**




**Legend**

## Selecting the Exact or Automatic Scale

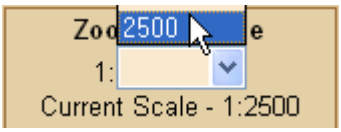
In the Scale Selection section of the screen, you can choose to:

- select an exact scale
- use an automatic scale that updates as you focus on your area of interest

In the beginning of your analysis, while you are selecting your area of interest, using the automatic scale helps avoid having to pan and zoom in/out repeatedly. If you need to view your area of interest at a specific scale, select the area and then select the desired scale.

1. In the Scale Selection section of the screen, select the exact scale, or leave the selection blank to use the automatic scale.

**Automatic Scale**




**Exact Scale**

## Displaying or Hiding the Overview Map

The overview map at the top left of the Main Map screen displays a rectangle in the section of the county that your current geographical selection is located.

In the Overview Map section of the screen, you can choose to:

- display the overview map
- hide the overview map

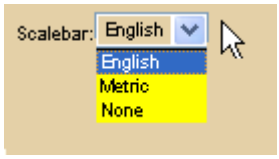
| | |
|---|---|
| 1. To switch between displaying or hiding the overview map, on the Basic Toolbar click the Overview Map button. | <br>**Overview Map Button**<br> <br>**Overview Map** |

## Selecting the Scale Bar Options

In the Scale Bar Options section of the screen, you can choose to:

- display the scale bar in English units (miles and feet)
- display the scale bar in Metric units (kilometers and meters)
- hide the scale bar

The Scale Bar list on the Toolbar allows you to switch between viewing the legend in English units, Metric units, or hiding the scale bar at any time. Changing the scale bar units will only update the scalebar; changing the units will not change the current map display.

| | |
|---|---|
| 1. In the Scalebar Options section of the screen, select the units for the scalebar, or None to hide the scale bar. |  <br>**Scalebar Options**<br> <br>**Scalebar** |

## Displaying the Basic or Advanced Toolbar

In the Toolbar Options section of the screen, you can choose to:

- display the Basic Toolbar
- display the Advanced Toolbar

The Basic Toolbar contains the basic functions such as magnifying the map, moving around the map, locating addresses, and retrieving additional data in about your area of interest.

The Advanced Toolbar contains functions such as viewing parcels online, querying databases, buffering, selecting differently shaped areas of interest, accessing additional data about your area of interest, performing queries, analyzing multiple layers of data, and downloading files to your own computer.

| | |
|---|---|
| 1. In the Toolbar Options section of the screen, select the Basic or Advanced Toolbar. | |

## *Toolbar Buttons*

When working with the Coconino County GIS site, you will need to use different buttons to select and refine areas of interest.

The following describes how each Basic Toolbar button allows you to change your view of the map or access additional data in report form about your area of interest.

### Basic Toolbar

**Basic Toolbar**

The Basic Toolbar buttons allow you to move around the map, locate an address, and retrieve additional data in report form about a point of interest.

To see the name of each button on the screen, hold your mouse over the bottom of the tool and a Tooltip will appear next to your mouse, or in the Status Bar.

| Button | Use to |
|---|---|
| Home | Return to the Coconino County GIS Department main web site. |
| Zoom In | Magnify and re-center the map. |
| Zoom Out | Reduce and re-center map. |
| Zoom to Full Extent | View map of entire county, keeping the currently visible layers displayed. |
| Pan | Move to an adjacent area of the map. |
| Locate an Address | Find a specific address on the map. |

| Button | Use to |
|---|---|
| Information on Visible Layers | View text data for each of the visible layers about a point of interest. |
| Find in Layer | Find a feature, such as a road or legislative district, in the context of the entire county.<br>Locate a feature by attribute value or by search string. For example, you can enter a word or partial word to find in the Subdivision layer. You could enter "Wood" and the application would return Woodland Ranch and Westwood Ranches. |
| Print | Print the displayed map. |
| What's New | Display descriptions of recent web site updates. |
| Tools Quick Tips | Display summaries of each button on the Basic and Advanced Toolbars. |
| Metadata | Display data descriptions, such as original data sources, data limitations, and data descriptions. |

## Advanced Toolbar

Advanced toolbar buttons allow you to select areas of interest, access additional data in report form about your area of interest, perform queries, analyze multiple layers of data, and download data files to your own computer.

(continued below)

**Advanced Toolbar – Contains Basic and Advanced Buttons**

| Button | Use to |
|---|---|

| Button | Use to |
|---|---|
| HyperLink to Assessor's Map | View scanned assessor's maps once you have located and displayed the parcel in the Main Map. |
| Identify Active Layer | Identify features in the currently Active layer.<br><br>Display the feature's attributes. |
| One-Stop Shop | View all the database information available on a point you click. |
| Back to Last Extent | Go back to the previous view of the Main Map.<br><br>Only one previous view is stored; you cannot go back multiple times.<br><br>If you have selected new features in the current view, the selected features remain selected when you go back to the previous view. |
| Query | Find points or areas matching specific data requirements.<br><br>Query a layer for specified values of attributes. For example, find parcels that are in Book 301, Map 12, and have the use code "Vacant Land." |
| Property Database Search | See Property Database Search, hardcopy page 58. |
| Locate Coordinate | Locate a point using a coordinate system. |
| Measure | Measure distances between two or more points. |
| Calculate Area | Calculate area and perimeter of an area. |

| Button | Use to |
|---|---|
| Select by Rectangle | Select rectangular areas of interest within the Main Map section of the screen. |
| Select Linear or Polygonal Area | Select a linear area on the map to analyze.<br><br>Select a group of parcels along a street to analyze.<br><br>Select a group of parcels along adjacent streets to analyze. |
| Buffer | Find features within a specified distance from a selected area. |
| Clear Selection | Remove the highlighting on a selected area so that unselected features are visible.<br><br>Remove highlighting so that the colors in the legend match the colors in the map. |
| Zoom to Selected Features | Return to displaying the selected area in the middle of the screen after you have moved to other places on the map using tools such as Pan, Zoom In, and Zoom out. |
| Mail Merge File | Create a mail merge file for selected parcels. |
| Extract Layers | Save layer data of the current view to your computer. Zip files include .shp, .dbx, and .shx files formats. |

To turn off the Advanced Toolbar, in the Toolbar Options section of the screen, select Basic Toolbar.

## *Shortcuts to Commonly Performed Tasks*

The basic tasks section shows you how to perform common tasks using the Analysis Tools and how to use Basic Toolbar buttons to move around the Main Map, update the Main Map display, and print maps.

The Analysis Tools section of the screen qives you quick access to commonly performed tasks. The Analysis Tools allow you to:

- Find parcel information and view assessor's maps online
- Locate delinquent parcels
- Find building permit and septic permit information
- Find flood zone information

### Finding Parcel Information and Displaying Assessor's Maps Online

The Coconino County GIS web site allows you to search for different parcel information. Once you find the parcel(s) you are looking for, you can then display the scanned Assessor's Maps.

The approach you take depends upon the information you know and the information you need.

| Information you know | Information you need | See this section |
|---|---|---|
| Only:<br>• Assessor's Parcel Number | Parcel information<br>• Assessor's Office maps of the parcel<br>• Situs address<br>• Owner<br>• Legal acre(s)<br>• Book<br>• Map<br>• Parcel<br>• Split<br>• Lot<br>• Owner mailing address | Finding Parcel Information and Viewing Assessor's Maps - If you Know the Assessor's Parcel Number (Parcel Locator Analysis Tool) (hardcopy page 15) |
| One of the following:<br>• Owner name<br>• Situs address<br>• Assessor's Parcel Number | All of the information available for the property.<br><br>See One-Stop Shop Data (hardcopy page **Error! Bookmark not defined.**) | Finding Parcel Information and Viewing Assessor's Maps - If you Know Either the Owner Name, Situs Address, or Assessor's Parcel Number (Parcel and Prop. Info Locator Analysis Tool) (hardcopy page 18) |
| One of the following advanced details:<br>• Parcel number | Property Data from the DOR<br>• Assessor's Office map<br>• Tax area code | Finding Parcel Information and Viewing Assessor's Maps if you Know Advanced Details |

| Information you know | Information you need | See this section |
|---|---|---|
| • Owner name<br>• Book<br>• Map<br>• Section<br>• Township<br>• Range<br>• Situs address<br>• Land Full Cash Value<br>• Improvement full cash value<br>• Total full cash value<br>• Total limited property value<br>• Land legal classification<br>• Improvement legal classification<br>• Tax area code<br>• Use code<br>• Docket sale price<br>• Sale docket<br>• Sale page<br>• Affidavit sale price<br>• DOR area<br>• Date range for the last date the record was updated<br>• Date range for docket recording date<br>• Date range for the affidavit sale date | • Book<br>• Map<br>• Section<br>• Township<br>• Range<br>• Situs address<br>• Owner name and ownership type<br>• Second owner<br>• Third owner<br>• Address<br>• City<br>• State<br>• Zip<br>• Parcel size<br>• Land indicator<br>• Land full cash value<br>• Improvement full cash value<br>• Total full cash value<br>• Total limited property value<br>• Land legal classification<br>• Improvement legal classification<br>• Use code<br>• Legal description<br>• Date record last updated<br>• Date docket recorded<br>• Docket sale price<br>• Sale docket<br>• Sale page<br>• Docket instrument type<br>• Instrument description<br>• Affidavit sale date<br>• Affidavit sale price<br>• Parcel number<br>• DOR area<br>• Property status<br>• Use code | about the Parcel (Property Data Search Analysis Tool) (hardcopy page 58) |

## Finding Parcel Information and Viewing Assessor's Maps - If You Know the Assessor's Parcel Number (Parcel Locator Analysis Tool)

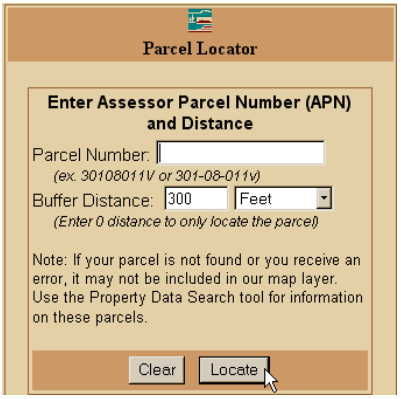
To find a parcel location when you know the Assessor's Parcel Number (APN):

| | |
|---|---|
| 1. In the Analysis Tool section, click Parcel Locator. | |

2. In the Parcel Locator screen, enter the Assessor's Parcel Number.

3. Enter the Buffer Distance value and units, if desired. An optional buffer distance will highlight other parcels within the specified distance and display their additional information. A zero buffer will locate only the specified parcel.

4. Click Locate.




The Main Map area of the screen highlights the designated parcel and other parcels falling within the specified buffer. The results area below the map displays the parcel information for each highlighted parcel.

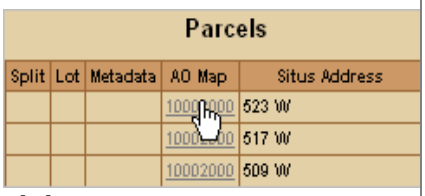
Coconino County employees can generate Mail Merge lists and Coconino County Form Letters using this parcel information.

Mail Merge How to Create Mail Merge Mailing Lists (Mail Merge File button)

Form Letter

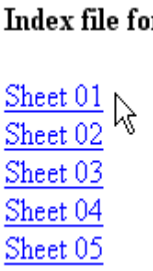
5. To display the Assessor's Maps of the parcel, click the AO Map number.

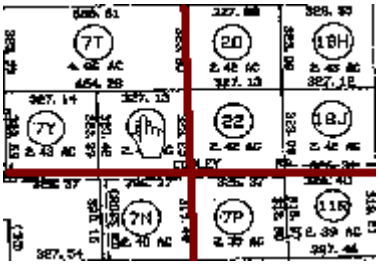
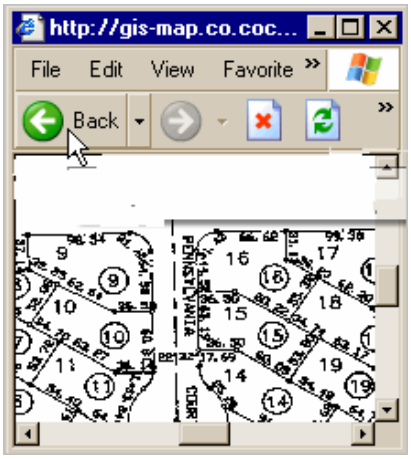
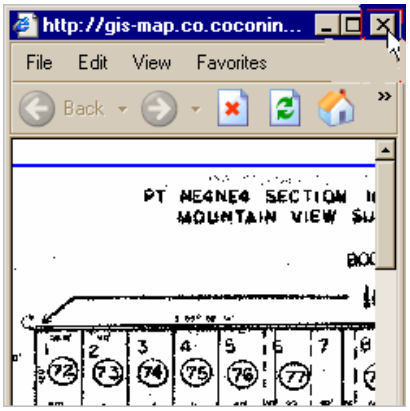
**Specified Parcel and Parcels within Buffer area.**




**Links to Assessor's Maps**

6. If there is more than one Assessor's map for a parcel, click the Sheet Number you wish to view. If there is only one map, go to step 10.

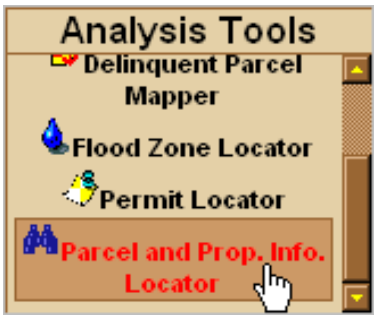


| | |
|---|---|
| 7. On the Assessor's map, click the quadrant you wish to view.<br><br>Note: Each assessor's map is divided into four quadrants; northwest, northeast, southwest and southeast, to provide greater detail. |  |
| 8. Click the Back button in the browser to return to the entire sheet.<br><br>Note: If the Back button does not appear in your browser, right-click the mouse and select Back from the menu. |  |
| 9. Click the Back button in the browser to return to the sheet selection page.<br><br>Note: If the Back button does not appear in your browser, right-click the mouse and select Back from the menu. | |
| 10. Click the Close Box "X". |  |

| | |
|---|---|
| The Main Map displays. | |

## Finding Parcel Information and Viewing Assessor's Maps - If you Know Either the Owner Name, Situs Address, or Assessor's Parcel Number (Parcel and Prop. Info Locator Analysis Tool)

To find a parcel location when you know the Assessor's Parcel Number, owner name, or situs address:

| | |
|---|---|
| 1. In the Analysis Tools section of the screen, click Parcel and Prop. Info. Locator.<br><br>Note: You may need to scroll to see the Parcel and Prop. Info Locator.<br><br>You can also click on the Parcel and Prop. Info Locator button at the top right corner of the screen. |  <br> |

2. Enter an APN, Owner Name, or the Situs Address. It is only possible to enter one search criteria.

3. Search by APN searches for an exact match. Only the parcel with the exact APN you entered will be found.

4. Search by Owner Name searches for a matching pattern. All owners that match the name you entered will be found. For example, entering BAD would get you property owned by people with the last name BAD, BADger, OnBADmer, and ReBAD.

5. Search by Situs Address searches for a matching pattern.

   - If you want to find all the parcels on a specific street, enter only the street name, and not the address number.

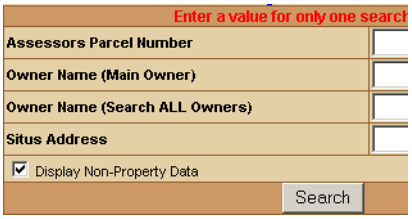
   - If you are not sure of the street type abbreviation, such as RD for Road, or ST for street, do not enter the abbreviation.

   - If you are not sure if the street is North, South, East or West, do not enter N,S, E or W.

   Note: The information provided through the Coconino County GIS Internet Mapping website is for general planning purposes only. It is not a legal description.

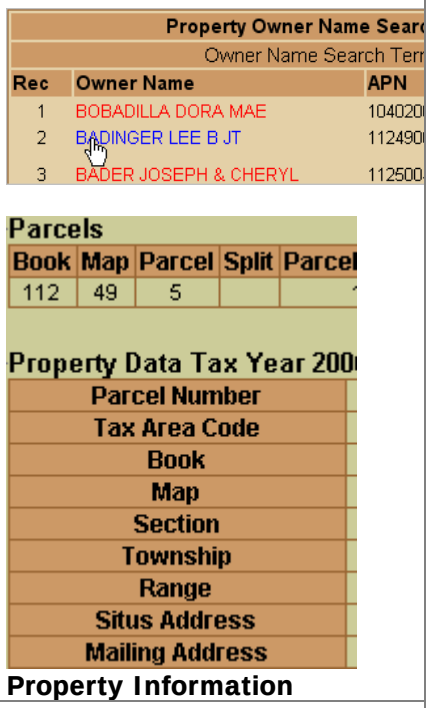
6. Check the Display Non-Property Data box if you wish to display all the information available on a parcel, such as political districts and flood zones. (For all the types of information available, see One-Stop Shop, hardcopy page 49.)

7. Click Search.



8. To see property information:

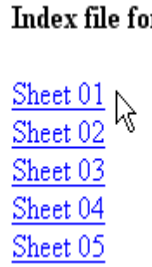
   - If you searched by Owner Name or Situs Address, in the Search Results, click the Owner Name for information on the property you wish to see.
   - If you searched for APN, the property information will be displayed if a match was found.



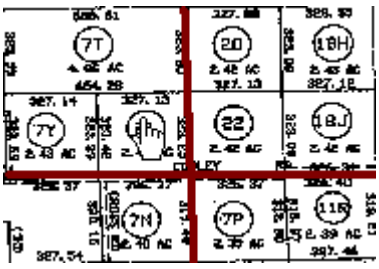

**Property Information**

9. In the Parcels section of the property information, click the Assessor's Office Map Number to see the Assessor's Map.

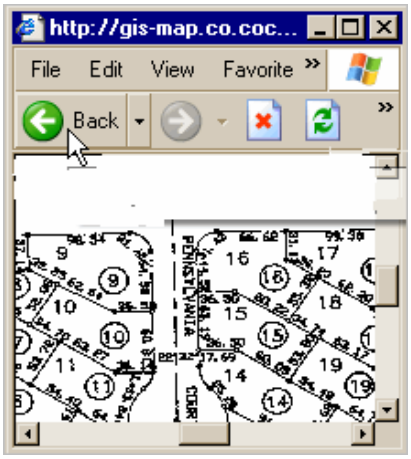
10. If there is more than one Assessor's map for a parcel, click the Sheet Number you wish to view. If there is only one map, go to step 14.




11. If you wish to view an enlarged quadrant of northwest, northeast, southeast or southwest section of the Assessor's map, click the you quadrant you wish to enlarge.

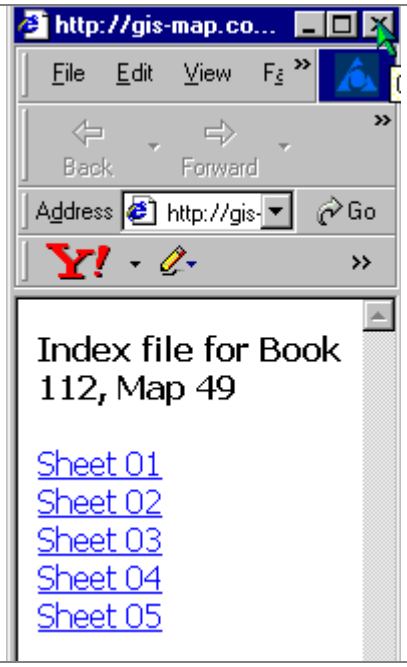


12. Click the Back button in the browser to return to the entire sheet.




13. Click the Back button in the browser to return to the sheet selection page.

14. Select another Sheet, or click the Close Box “X”.

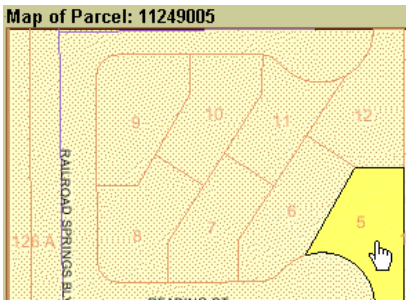


The parcel map and the parcel information display below the property owner list.

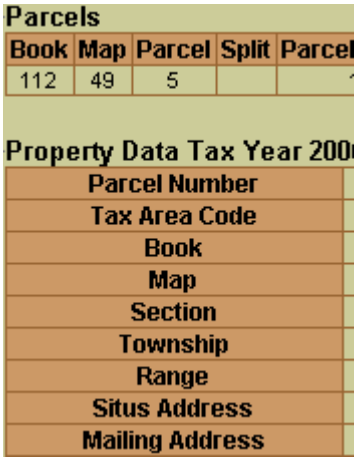
Now you can:

- Click another owner name to see information on a different parcel
- Click the Close Box “X” to return to the Main Map.

**Owner List**




**Parcel Map**

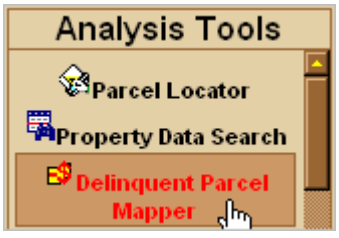



**Parcel Information**

## Locating Delinquent Parcels (Delinquent Parcel Mapper Analysis Tool)

To locate delinquent parcels:

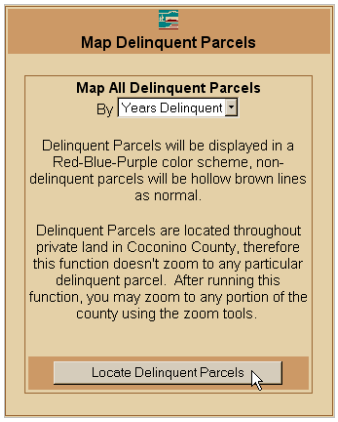
1. In the Analysis Tools section of the screen, click the Delinquent Parcel Mapper.



2. In the Map All Delinquent Parcels screen, select the category you wish to use in the By selections list.

   Note: Years Delinquent is currently the only choice.

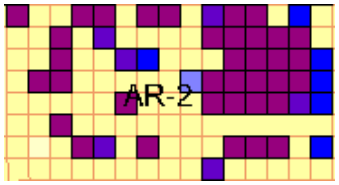
3. Click Locate Delinquent Parcels.



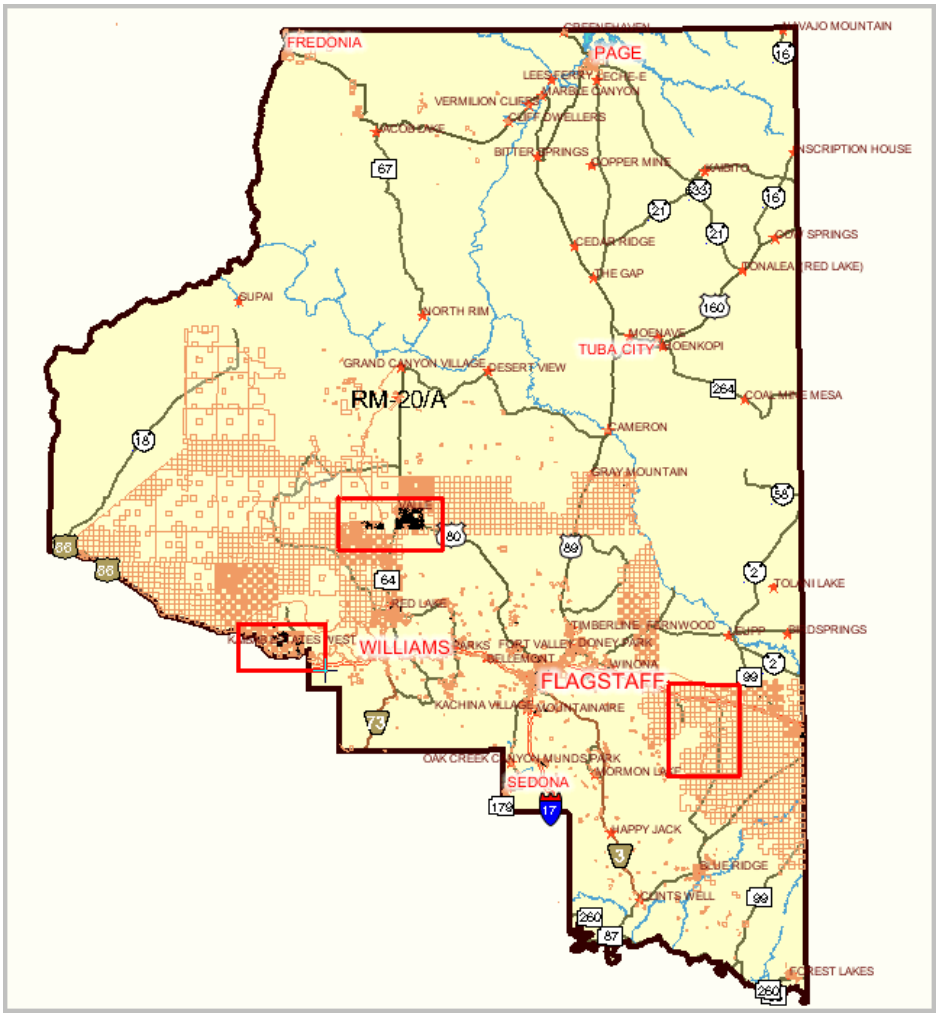

The delinquent parcels display in the Main Map section of the screen. You may need to use the Zoom In tool to view the delinquent parcels. See the map on the next page.

The delinquent parcels are color coded. Click the Layers/Legend button to display the Legend and view the descriptions.

**Delinquent Parcels - Full Extent**




**Delinquent Parcels – Zoomed In**




**Shaded Delinquent Parcel Areas – Entire County**

## Finding Building Permit and Septic Permit Information

The Coconino County GIS web site allows you to search for different permit information. There are two tools available for building permit and septic permit searches; the tool you use depends upon the information you know and the information you need.

### Building Permits Basic Search (Permit Locator Analysis Tool)

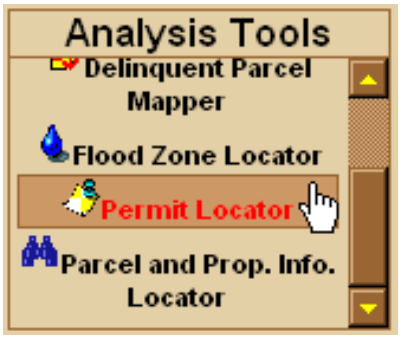
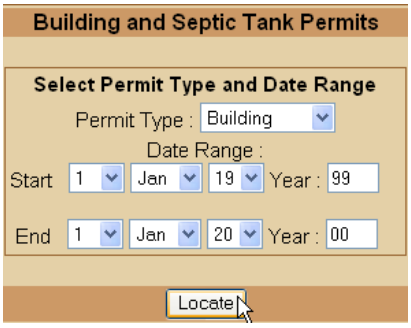
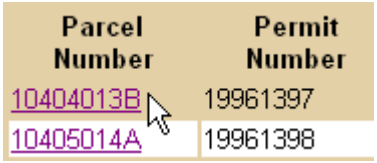
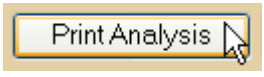
If you know the date range in which the building permit was issued, use the Permit Locator tool in the Analysis Tools section to find the following information:

- Parcel number (links to parcel map)
- Permit number
- Permit use type
- Land use zone

- Final date
- Issue date
- Owner name

If you don't know the permit issuance date range, or you need additional information that is not included in the Permit Locator search results, you can use the Property Data Search Analysis Tool, hardcopy page 58, to perform an advanced search.

To find building permits issued within a specific date range:

| | |
|---|---|
| 1. In the Analysis Tools section of the screen, click Permit Locator.<br>Note: You may need to scroll to see the Permit Locator. |  |
| 2. In the Permit Type, select Building.<br>3. In the Date Range, enter the Start Date.<br>4. Enter the End Date.<br>5. Click Locate. |  |
| The building permit information for permits issued within the date range displays.<br>Now you can:<br>• Click the Parcel Number to view the parcel map in the window that pops up behind the current window. You can then use the One-Stop Shop Tool to view additional information about the parcel.<br>• Click Print Analysis to print your building permit search results.<br>• Click Close to return to the main window.<br>• Use the Property Data Search Analysis Tool to gather additional information about the building permit. |  <br>**Link to Parcel Map**<br>  <br>**Print Search Results**<br> <br>**Close Window** |

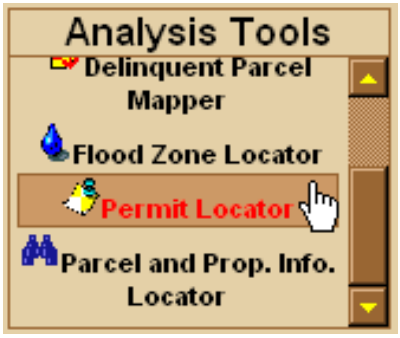
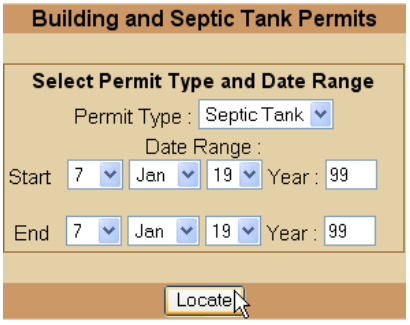
## Septic Tank Permits Basic Search (Permit Locator Analysis Tool)

If you know the date range in which the septic permit was issued, use the Permit Locator tool in the Analysis Tools section to find the following information:

- Parcel number (links to parcel map)
- Septic permit number
- Number of bedrooms
- Approval date
- Owner name

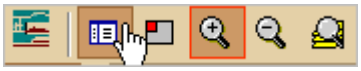
If you don't know the permit issuance date range, or you need additional information that is not included in the basic search results, you can use the Property Data Search Analysis Tool, hardcopy page 58, to perform an advanced search.

To find septic permits issued within a specific date range:

| | |
|---|---|
| 1. In the Analysis Tools section of the screen, click Permit Locator.<br><br>Note: You may need to scroll to see the Permit Locator. |  |
| 2. In the Permit Type, select Septic Tank.<br><br>3. In the Date Range, enter the Start Date.<br><br>4. Enter the End Date.<br><br>5. Click Locate. |  |

| | |
|---|---|
| The septic permit information for permits issued within the date range displays.<br>Now you can:<br>• Click the Parcel Number to view the parcel map. You can then use the One-Stop Shop Tool to view additional information about the parcel.<br>• Click Print Analysis to print your septic permit search results.<br>• Click Close to return to the main window.<br>• Use the Property Data Search Analysis Tool to gather additional information about the septic permit. | <br>**Link to Parcel Map**<br> <br>**Print Search Results**<br> <br>**Close Window** |

## Flood Zone Information (Flood Zone Locator Analysis Tool)

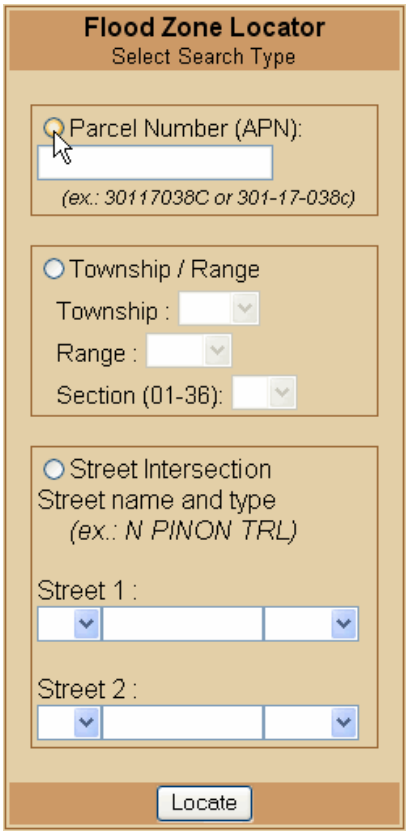
| | |
|---|---|
| 1. On the Basic Toolbar, click the Layers/Legend Toggle button to view the Legend. |  |
| 2. In the Analysis Tools section of the screen, click Flood Zone Locator. | |

3. Click the circle next to the search method you wish to use, either by Parcel Number, Township/Range, or Street Intersection.

   - If you search by APN:
     1. Enter the APN.
     2. Click Locate.

   - If you search by Township/Range:
     1. Select the Township
     2. Select the Range.
     3. Select the Section.
     4. Click Locate.

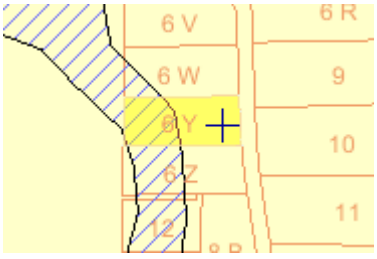
   - If you search by Street Intersection:
     1. Select the Street 1 Prefix, if you know it. If you don't know the prefix, leave it blank.
     2. Enter the Street 1 Name.
     3. Select the Street 1 Type, if you know it. If you don't know the type, leave it blank.
     4. Select the Street 2 Prefix, if you know it. If you don't know the prefix, leave it blank.
     5. Enter the Street 2 Name.
     6. Select the Street 2 Type, if you know it. If you don't know the type, leave it blank.
     7. Click Locate.




The flood zones display in the map.

Now you can:

- Click the Layers/Legend button to view the legend.
- Use the Identify tool to locate flood zones at the parcel level.




100 yr/500yr

## *Basic Tasks*

The Basic Toolbar buttons allow you to move around the map, locate an address, and retrieve additional data in report form about a point of interest.

There are two ways to magnify and re-center the map, the Zoom In button and the Select by Rectangle button.

### How to Magnify and Re-center the Map (Zoom In button)

| Zoom In | USE TO:<br><br>Magnify and re-center the map. |
|---|---|
| 1. On the Basic Toolbar, click the Zoom In button. | |
| 2. In the Main Map section of the screen, click the cursor on the location that you wish to make the center of the screen when the map is magnified. | |
| The map will be magnified and the selected point will now be at the center of the screen.<br>Now you can:<br>• Adjust the current scale in the Scale Selection area of the screen. | |
| Note: You can also drag the mouse to select a rectangular area to magnify. | |

## How to Reduce and Re-center the Map (Zoom Out button)

| | |
|---|---|
| Zoom Out | USE TO:<br><br>Reduce and re-center the map. |

| | |
|---|---|
| 1. On the Toolbar, click the Zoom Out button. | |
| 2. In the Main Map section of the screen, click the cursor on the location that you wish to make the center of the screen when the map is reduced. | |
| The map will be reduced and the selected point will now be at the center of the screen. | |

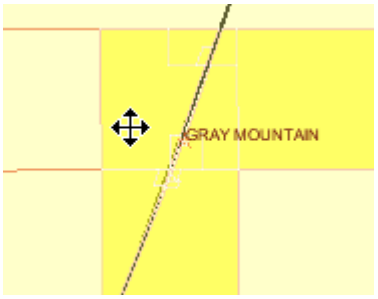
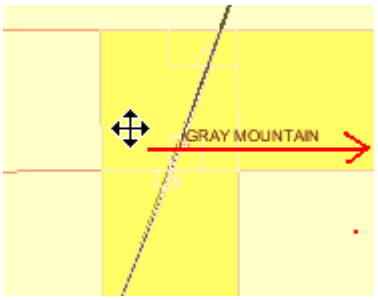
## How to View a Map of the Entire County (Full Extent button)

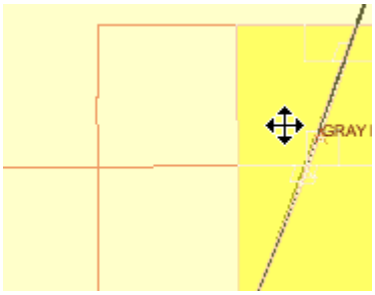
| | |
|---|---|
| Zoom to Full Extent | USE TO:<br><br>View map of entire county keeping the currently visible layers displayed. |

| | |
|---|---|
| 1. On the Basic Toolbar, click the Zoom to Full Extent button. | |

| | |
|---|---|
| The map of the entire county will display all the layers containing a check in the Visible box. | |

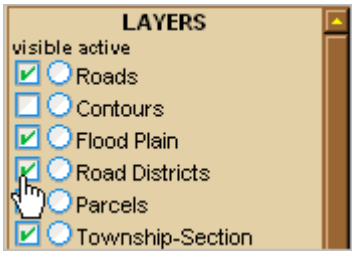
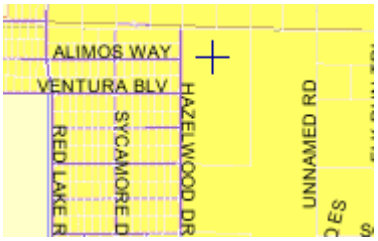
## How to Move to Adjacent Area of the Map (Pan button)

| | |
|---|---|
| <br>Pan | USE TO:<br><br>Move to an adjacent area of the map. |
| 1. On the Basic Toolbar, click the Pan button. | |
| 2. In the Main Map, place the cursor near the area you wish to view.<br>In this example, we want to see the more of the area to the left of the road. |  |
| 3. Holding down the mouse, drag the map in the direction you need to move it.<br>In this example, move the map to the right in order to pull the area to the left of Gray Mountain into the Main Map section of the screen. |  |

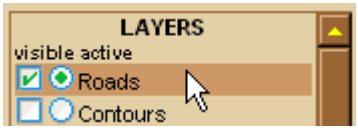
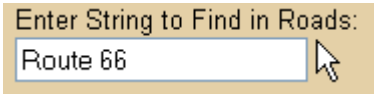
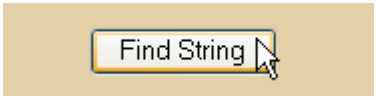
| | |
|---|---|
| The adjacent area will display.<br><br>Now you can:<br>• Hold down the mouse and drag the map to pan further<br>• Click the Pan tool to stop Panning. |  |

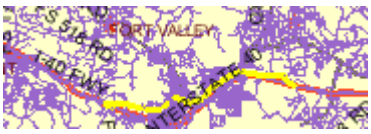
## How to Gather Additional Data on a Point of Interest (Info on Visible button)

| | |
|---|---|
| Identify Visible Layers | USE TO:<br><br>View attributes for each of the visible layers about a point of interest. |

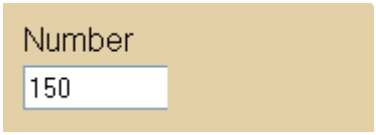
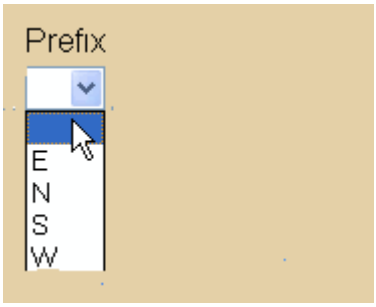
| | |
|---|---|
| 1. In the Layers section of the screen, place a check in the Visible box for each layer for which you wish to see text data.<br><br>Note: If you have not checked the AutoRefresh box, click the Refresh Map button. |  |
| 2. On the Toolbar, click the Identify Visible Layers button. | |
| 3. In the Main Map, click the point for which you wish to see the text information for each visible layer. |  |
| The information available for each visible layer displays in the Results section at the bottom of the screen.<br><br>Note: Some visible layers may not have additional information near the selected point. | |

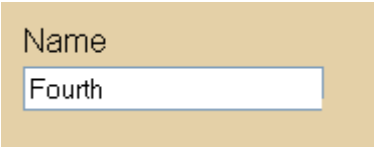
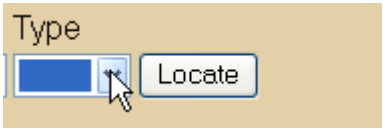
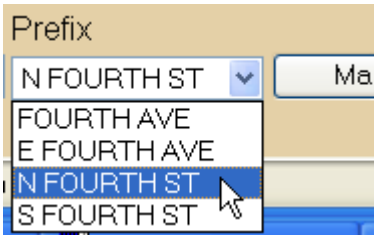
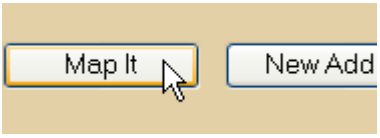
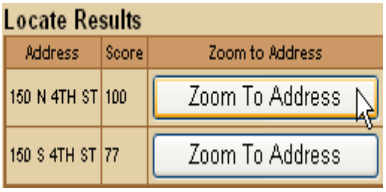
## How to Find Features in an Active Layer (Find in Active Layer button)

| | |
|---|---|
| Find in Selected Layer | USE TO:<br><br>Find a feature, such as a road or legislative district, in the context of the entire county.<br><br>Find a feature using a search string.<br><br>Select an area based upon the search results.<br><br>Analyze segments of features.<br><br>Examples:<br>• Finding a legislative district in the county, and using it as an area to analyze<br>• Finding an entire street, and then finding the cross-streets in between which an address is located.<br>• Finding and entire railway and then viewing its segments |
| 1. In the Layers section of the screen, place a check in the Visible box and select the Active button for the layer you wish to search.<br><br>In this example we will search the Roads Layer for Route 66. |  |
| 2. On the Toolbar, click the Find in Selected Layer button. | |
| 3. At the bottom of the screen, enter the value of the feature you are trying to find.<br><br>Note: You do not need to enter the full name; a partial name is sufficient if you do not know either the exact or full name. For example, if you search the Roads Layer you can enter "rou" and you will get all the roads containing "rou" such as Route 66 and Berouhe Rd. |  |
| 4. Click Find String. |  |

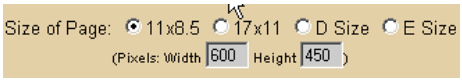
| | |
|---|---|
| The entire feature highlights in the Main Map. Text data about the feature displays in the Results section of the screen. |  <br>**Main map highlights Route 66**<br><br>Roads<br>Street Name / Left Add.<br>E ROUTE 66 HWY 501 599<br>E ROUTE 66 HWY 401 499<br>**Route 66 additional data** |

## How to Locate an Address on the Map (Locate Address button)

| | |
|---|---|
| <br>Locate Address | USE TO:<br><br>Find a specific address on the map.<br><br>Examples:<br>• Map the address<br>• Verify an address or road exists in the GIS database<br>• Find the prefix or suffix for a road |
| 1. To locate an address, on the Basic Toolbar, click the Locate Address button. | |
| 2. In the Data section of the screen, enter the optional Number portion of the address, or leave blank to locate an entire street. |  |
| 3. Enter the optional Prefix. If you do not know the prefix, leave it blank. |  |

| | |
|---|---|
| 4. Enter the required street Name or partial street name<br><br>Note: If you enter a partial street name your results will allow you to choose from a list of streets that contain the partial name in the full street name. If you enter "fou" your results will contain streets such as Fourth and Befoure. |  |
| 5. Select the optional Type. |  |
| 6. Click Locate. | |
| 7. If a selection list with a drop-down arrow appears, select the best match for the street you wish to map. If a drop-down list does not appear, go to step 8. |  |
| 8. Click Map It. |  |
| 9. Next to the most appropriate address (there may only be one displayed), click Zoom to Address. |  |
| The address label and roads near the address display in the Main Map.<br><br>Now you can select one of the following methods to start a new search:<br>• In the Results section of the screen, click Locate Another Address. (You may need to scroll.)<br>• On the Toolbar, click the Locate an Address button.<br>• Zoom in using the Zoom In button. | |

## How to Print a Map (Print button)

| | |
|---|---|
| Print | USE TO:<br><br>Print the displayed map. |
| 1. On the Basic Toolbar, click the Print button. | |
| 2. In the Data section of the screen, enter the Title you wish to have centered at the top of the map. | |
| 3. If you wish to print the legend and/or overview map to the right of the map, click on the checkbox next to Print Legend and/or Print Overview Map. | |
| 4. Select the page size. |  |
| 5. Select the desired resolution from the Printer resolution drop-down. | |
| 6. Click Create Print Page. | |

7. On the browser File menu, click Page Setup to adjust the margins and orientation, as necessary.

8. Click the Printer button and choose the desired printer, so that the appropriate options for that printer will be available in the Page Setup dialog box.

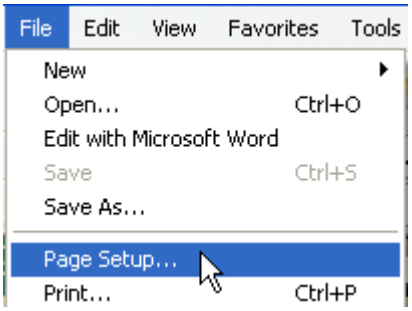
9. Click the Properties button and select the Page Size to match your page size selection in step 4. You can also make any other desired settings at this point.

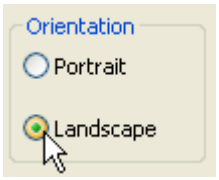
10. Click OK to close the Properties dialog box.

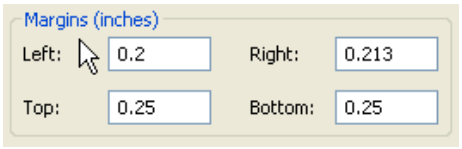
11. Click OK to close the Printer Selection dialog box.

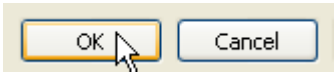
12. Most maps with legends will fit if you use the following settings:
    - Orientation: Landscape
    - Left margin: .2
    - Right margin: .213
    - Top margin: .25
    - Bottom margin: .25.
    - Header: Blank
    - Footer: Blank

13. Click OK.

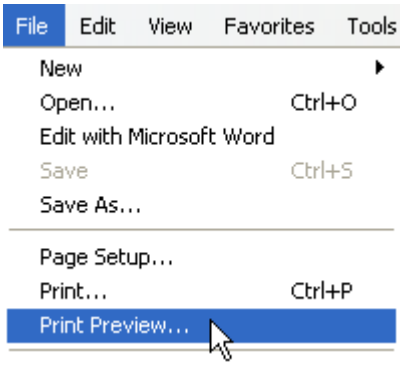


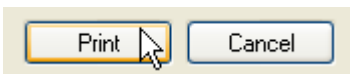




14. In the map preview pop-up window, on the browser File menu, click Print Preview to make sure your map will fit on your printer's paper.



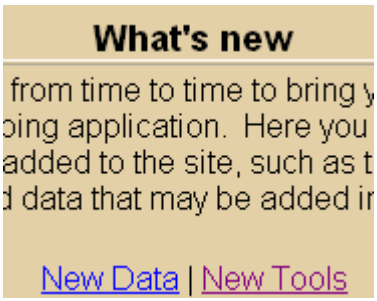

15. In your browser's Print Preview window, click Print.

16. In the Print dialog box, select the printer and click the Print button.

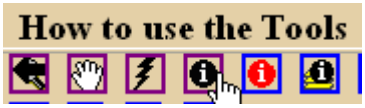



The map prints.

## How to Find New Features on the Web Site (What's New button)

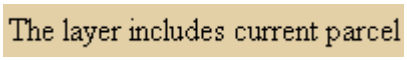
| | |
|---|---|
| What's New | USE TO:<br><br>Find new functions on the web site.<br><br>Find the date the site was last updated |
| 1. On the Basic Toolbar, click the What's New button. | |
| The What's New window displays with links to the new items on the site. |  |

## How to Get Quick Tips on Toolbar Buttons (Tools button)

| | |
|---|---|
| Tools | USE TO:<br><br>View summaries of each button on the Basic and Advanced toolbars. |
| 1. On the Basic Toolbar, click the Tools button. | |
| 2. In the Tools window, click the tool for which you wish to display the description. |  |
| The Tools window displays the selected tool's description. | |

## How to Find out More about the Underlying Data (Metadata button)

| | |
|---|---|
| Metadata | USE TO:<br><br>Find original data sources.<br><br>Find data limitations.<br><br>Find detailed descriptions about the data |

| | |
|---|---|
| 1. On the Basic Toolbar, click the Metadata button. | |
| 2. In the Metadata window, click the link to the data you wish to display. | |
| The metadata displays. |  |

# *Intermediate Tasks*

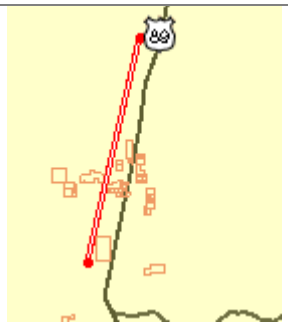
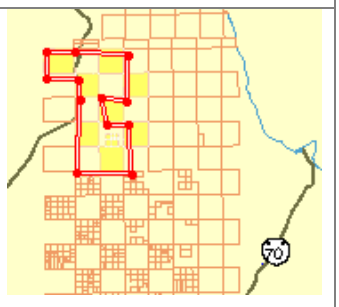
Intermediate tasks use buttons on the Advanced Toolbar.

Intermediate tasks allow you to select features in various ways, and allow you to analyze distance and area.

## Selecting Features to Analyze

When you first access the Coconino County GIS web site, you will see the entire county. However, you may want to focus your analysis on a specific area within the county. It is recommended that you Zoom-In on your area of interest before making layers Visible.

There are several methods of selecting Features for analysis:

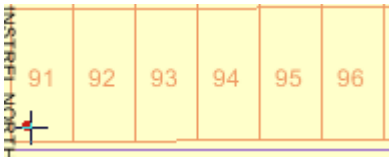
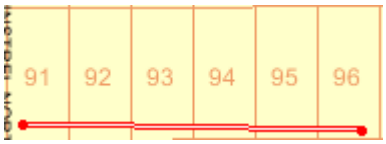
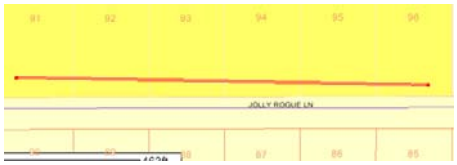
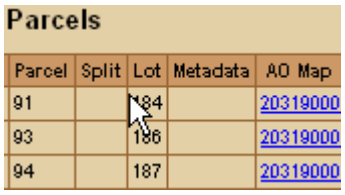
| Selection Tool | Use To | Example |
|---|---|---|
| **Rectangle** | Select Features within a rectangular area.<br>See Also: Select Features within a Rectangle, hardcopy page 42. | |
| **Line** | • Select Features along a straight line or lines<br>• Select Features along other Features, such as a stream or road<br>• Select parcels on one side of a street<br>See Also: Select Features on a Line, hardcopy page 42. |  |
| **Polygon** | • Select Features within a polygonal area.<br>See Also: Select Features within a Polygon, hardcopy page 43. |  |

## Select Features within a Rectangle (Select by Rectangle button)

| | |
|---|---|
| Select By Rectangle | USE TO:<br><br>Select Features using a Rectangle. |
| 1. In the Layers section of the screen, check the Visible box and select the Active button next to the layer you wish to analyze.<br>If you have not checked the Auto-Refresh box, click Refresh Map | |
| 2. On the Advanced Toolbar, click the Select by Rectangle button. | |
| 3. In the Main Map section of the screen, place the cursor in the top, left corner of the area you wish to select. Holding down the mouse, drag the cursor to the bottom, right corner of the area you wish to select. (A rectangle will appear as you drag the cursor.) Release the mouse. Your selection will be highlighted. | |

## Select Features on a Line (Select by Line/Polygon button)

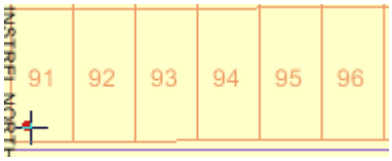
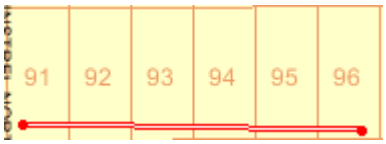
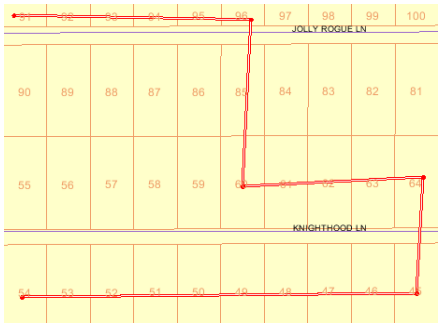
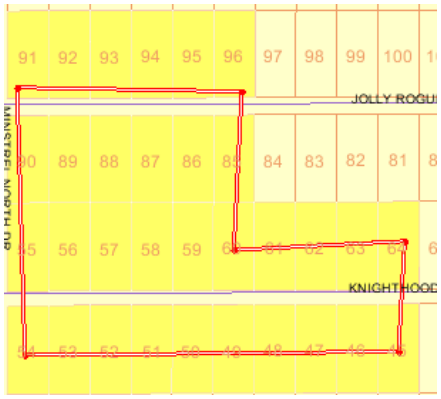
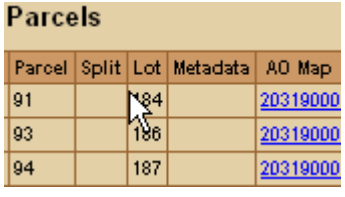
| | |
|---|---|
| Select by Line/Polygon | USE TO:<br><br>Select Features along a line or lines.<br><br>Select a group of parcels along a street to analyze.<br><br>Select a group of parcels along adjacent streets to analyze. |
| 1. On the Advanced Toolbar, click the Select by Line/Polygon button.<br>The Select with Line or Polygon buttons will appear in the Results section of the screen. | |

| | |
|---|---|
| 2. In the Main Map section of the screen, click on the starting point of the line area you wish to select.<br><br>Note: It may take a while for your starting point to appear. Your Status Bar will show the progress of the process. |  |
| 3. After the starting point appears in the Main Map, click on the ending point for your line.<br><br>Note: If you clicked on the wrong point, in the Results section of the screen, click Delete Last Point, and then click on the correct ending point. |  |
| 4. In the Results section of the screen, click Complete Line and Select. | |
| The features along the line are selected and highlighted.<br><br>Data for selected features is displayed in the Results section of the screen. |  <br>  |

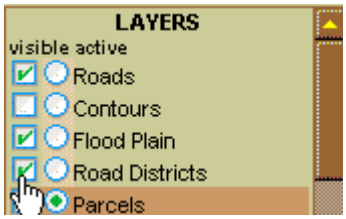
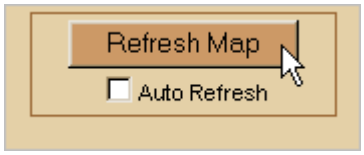
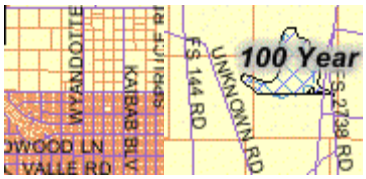
## Select Features within a Polygon (Select by Line/Polygon button)

| | |
|---|---|
| <br>Select by Line/Polygon | USE TO:<br><br>Select Features using a polygon. |

| | |
|---|---|
| 1. On the Advanced Toolbar, click the Select by Line/Polygon button.<br><br>The Select with Line or Polygon buttons appear in the Results section of the screen. | |

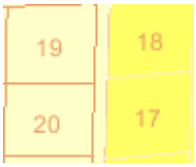
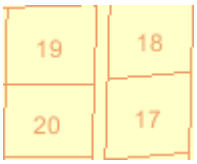
| | |
|---|---|
| 2. In the Main Map section of the screen, click on the starting point of the polygonal area you wish to select.<br><br>Note: It may take a while for your starting point to appear. Your Status Bar will show the progress of the process. |  |
| 3. After the starting point appears in the Main Map, click on the second point of your polygon perimeter.<br><br>Note: If you clicked on the wrong point, in the Results section of the screen, click Delete Last Point, and then click on the correct ending point. |  |
| 4. Continue selecting points until you only need one more line to connect back to the starting point. |  |
| 5. In the Results section of the screen, click Complete Polygon and Select. | |
| The polygon is completed and your selection is highlighted.<br><br>Data for the selected features is displayed in the Results section of the screen. |  <br>  |

## How to Display More than One Map Layer

| | |
|---|---|
| USE TO:<br><br>View relationships between spatial data in multiple layers. | |
| 1. To display more than one map layer in the Main Map, in the Layers/Legend section of the screen check the Visible button next to each layer you wish to display. |  |
| 2. If you have not checked the AutoRefresh options, click the Refresh Map button. |  |
| The Visible layers display in the Main Map section of the screen. |  |

## How to Clear Highlighting from a Selected Area (Clear Selection button)

| | |
|---|---|
| <br>Clear Selection | USE TO:<br><br>Remove the highlighting on a selected area so that underlying features are visible.<br><br>Remove highlighting so that the colors in the legend match the colors in the map. |
| 1. On the Basic Toolbar, click the Clear Selection button. | |

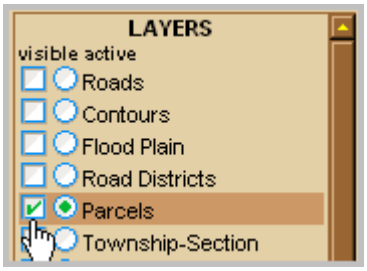
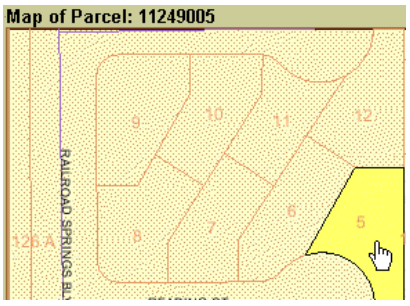
| | |
|---|---|
| The selected area is no longer highlighted.<br>Now you can:<br>• Click the Layers/Legend toggle to view the updated Legend.<br>• Print the map. |  <br><br>**With highlight**<br>  <br><br>**Without highlight** |

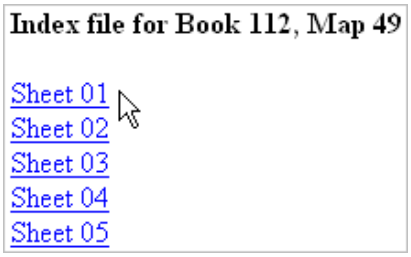
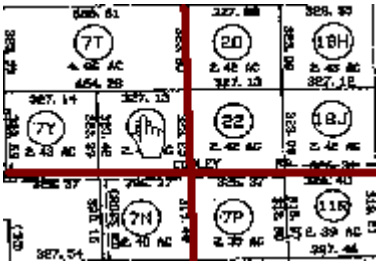
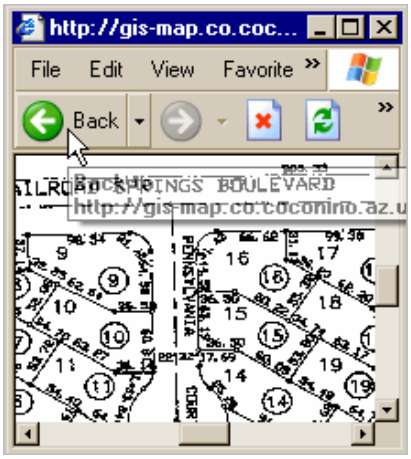
## How to Go Back to the Previous Display (Last Extent button)

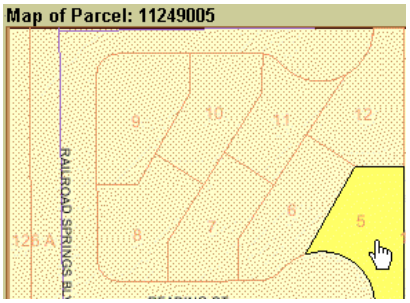
| | |
|---|---|
| <br>Back to Last Extent | USE TO:<br>Go back to the previous view of the Main Map.<br>Only one previous view is stored; you cannot go back multiple times. |
| 1. In this example, the view is zoomed in to an area of the map. | |
| 2. Then the view is zoomed in to a smaller area. | |
| 3. On the Basic Toolbar, click the Back to Last Extent button. | |

| | |
|---|---|
| 4. The previous view appears in the Main Map. | |

## How to View Scanned Assessor's Maps for Currently Displayed Parcels (Hyperlink button)

| | |
|---|---|
| HyperLink | USE TO:<br><br>View scanned assessor's maps. |
| 1. Zoom-in to your area of interest, or use the Parcel Locator tool to zoom-in to a parcel if you know the APN.<br><br>Note: See Parcel Locator Analysis Tool, hard copy page 15. | |
| 2. Check the Visible box and the Active button next to the Parcels Layer. Click the Refresh Map button. |  |
| 3. Click the Hyperlink button. | |
| 4. Click the parcel for which you want to see the Assessor's map. |  |

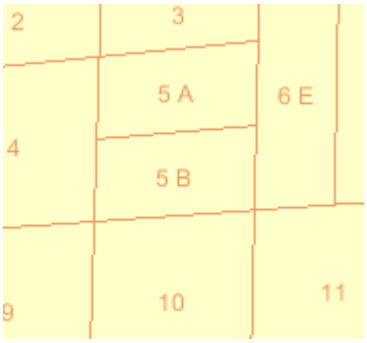
| | |
|---|---|
| 5. If there is more than one Assessor's map for a parcel, several Sheet links will appear. Click on the Sheet links to find the parcel you are looking for. |  |
| 6. On the Assessor's map, click the quadrant—NW, NE, SE, or SW—you wish to view. |  |
| 7. Click the Back button in the browser to return to the entire sheet.<br>Note: If the Back button does not appear in your browser, right-click the mouse and select Back from the menu. |  |
| 8. After viewing the entire sheet, click the Back button in the browser to return to the sheet selection page.<br>Note: If the Back button does not appear in your browser, right-click the mouse and select Back from the menu. | |
| 9. When you are finished viewing the map, click the Close Box "X". | |

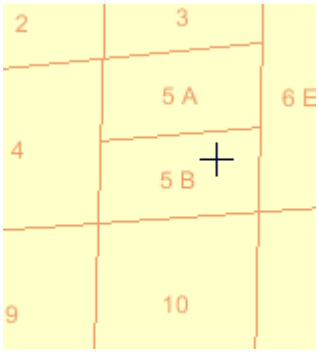
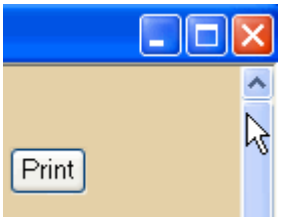
| | |
|---|---|
| The Main Map displays. |  |

## How to View all the Information Available for a Parcel (One-Stop Shop button)

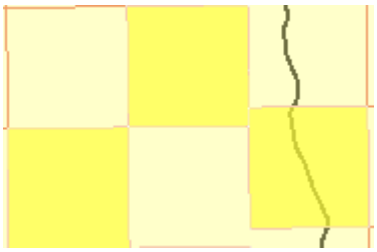
See Appendix A for a list of the information shown in One-Stop-Shop.

For descriptions of the information contained in the One-Stop Shop report, click on the Data Documentation button on the Toolbar in the Main Map window.

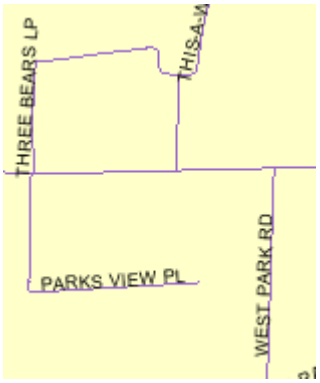
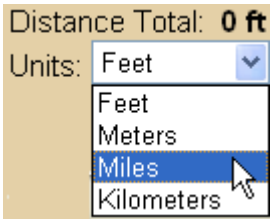
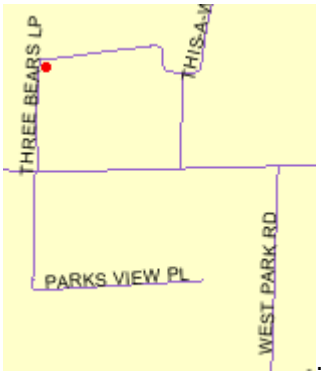
| | |
|---|---|
| One-Stop Shop | USE TO:<br><br>Display all attributes or land records at the parcel level.<br><br>Note: Pop-up Windows must be enabled. See: Enabling pop-up windows, hardcopy page 3. |
| 1. Zoom-in to your area of interest and make the Parcel layer visible and active. You can also use Parcel Locator to zoom-in to a parcel. See Parcel Locator Tool, hardcopy page 15. |  |
| 2. Click the One-Stop Shop button. | |

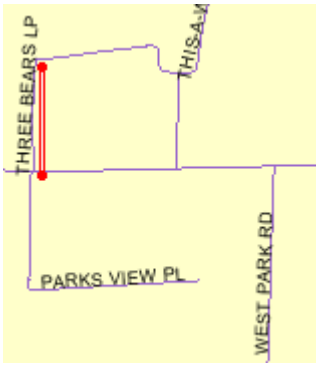
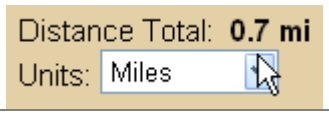
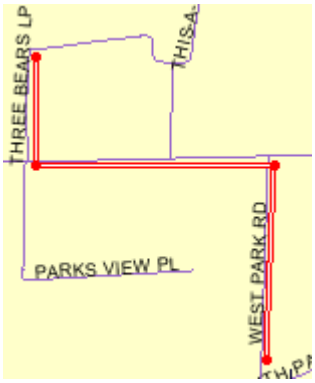
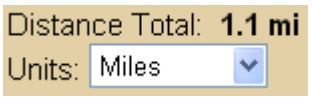
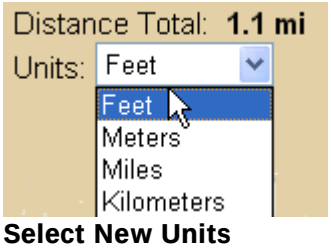
| | |
|---|---|
| 3. Click on the Parcel of interest. |  |
| 4. In the One-Stop Shop Report pop-up window you can:<br>• Scroll to see the entire report.<br>• Print the One-Stop Shop Report by clicking the Print button at the top of the screen. | <br>  |

## How to Zoom to the Selected Features (Zoom to Selected button)

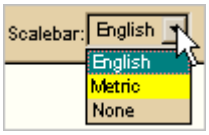
| | |
|---|---|
| <br>Zoom to Selected Features | USE TO:<br><br>Return to displaying the selected area in the middle of the screen after you have moved to other places on the map using tools such as Pan, Zoom In, and Zoom out. |
| 1. On the Toolbar, click the Zoom to Selected Features button. | |
| The selected area displays in the center of the Main Map.<br><br>Note: If you selected an area and cleared the highlighting, the Zoom to Selected Features button will still take you back to that selection, but the highlighting will not display. |  |

## How to Measure Distances (Measure button)

| | |
|---|---|
| Measure | USE TO:<br><br>Measure distances between two or more points. |
| 1. In the Main Map section of the screen, select an area that contains the start point, end point, and any other points that need to be included in the measurement if the locations are not in a straight line. |  |
| 2. On the Toolbar, click the Measure button. | |
| 3. In the Results section of the screen, select the units you wish to use. |  |
| 4. In the Main Map section of the screen, click on the starting point. (A red dot will appear after you click.)<br><br>Note: You cannot delete points. If you select an incorrect point, you will need to restart the measuring process. |  |

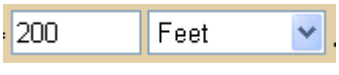
| | |
|---|---|
| 5. Click on the first segment ending point.<br><br>As you move the cursor, the Segment Total displays in the Data section of the screen. |  <br><br>  <br> |
| 6. Click on the ending point for each segment you wish to measure. |  <br> |
| The Distance Total in the Data section of the screen will update each time you click a point. |  <br> |
| You can now:<br><br>• Click the Clear Selection button to clear these measurements and start another measuring process.<br>• Select different units of measurement. Move the mouse over the Main Map to update the distances.<br>• Add segments.<br><br>You cannot delete points; to measure fewer segments you must restart the measuring process. | <br>**Clear Selection Button**<br><br>  <br><br>**Select New Units** |

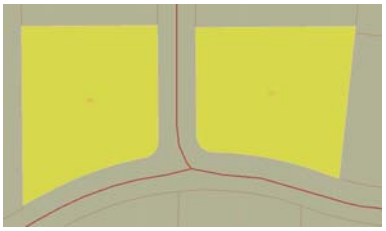
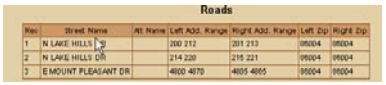
## How to Check for Map Scale (Scalebar)

| | |
|---|---|
| 1. In the Scalebar drop-down selection (on the right side of the toolbar), select the units of measurement you wish to use.<br>• English uses miles and feet<br>• Metric uses kilometers and meters |  |
| 2. Zoom-in to your area of interest. | |
| You will see a scalebar at the bottom left of the map. | |

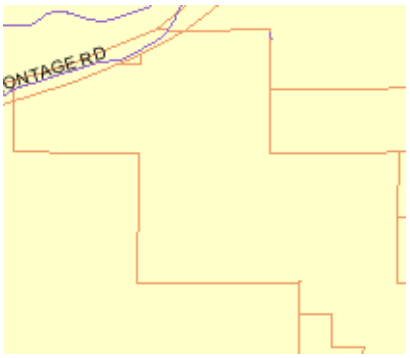
## How to Find Features within a Specific Distance of a Selected Area (Buffer Selected Layer button)

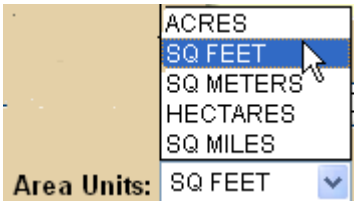
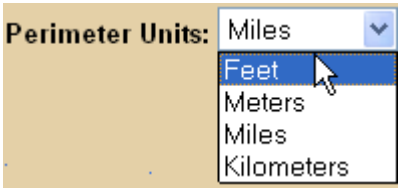
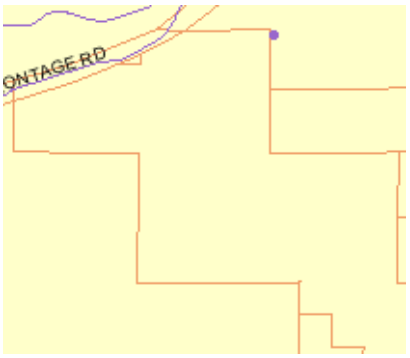
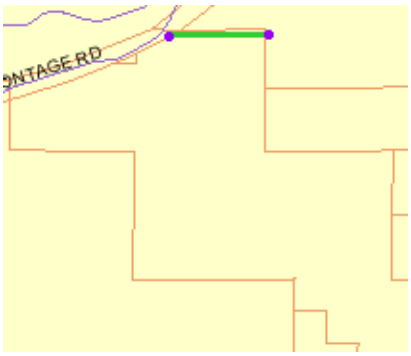
In this example, we are trying to find roads that are within 200 feet of our rectangle of selected parcels.

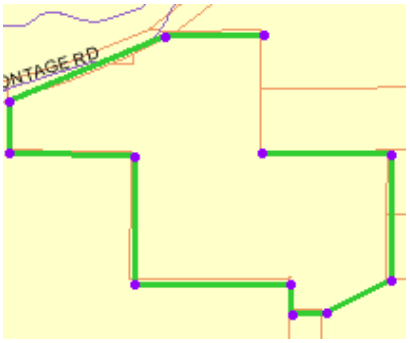
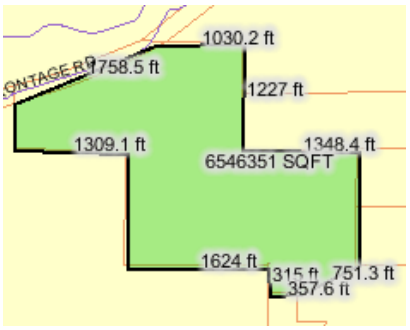
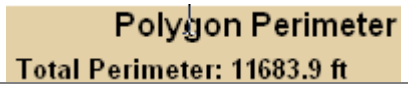
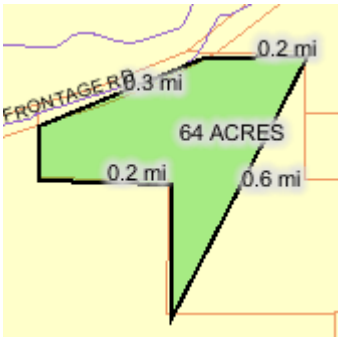
| | |
|---|---|
| 1. Select an area around which you wish to find nearby features.<br>Note: See Selecting Areas to Analyze, hardcopy page 41.<br>In this example we are trying to find all the roads within 200 feet of the selected parcels. |  |
| 2. Click the Buffer button. | |
| 3. In the Results section of the screen, select the layer containing the feature you wish to find around the area you selected. | |
| 4. Enter the distance and units around your selected area within which you want to find the nearby feature. |  |
| 5. If you wish to see information about the selected feature in addition to the map display, check the Display Attributes box.<br>See One-Stop Shop, hardcopy page 49, to see details | |

| | |
|---|---|
| available for each layer. | |
| 6. Click Create Buffer. | |
| The Main Map displays all the selected features, fully or partially within the buffer distance of the selected area.<br><br>If you checked the Display Attributes check box, additional details about the feature display in the Results section of the screen. |  <br>**Selected Area and Features**<br>  <br>**Selected Feature's Additional Details** |

## How to Calculate Area and Perimeter (Calculate Polygonal Area button)

| | |
|---|---|
| <br>Calculate Area and Perimeter | USE TO:<br><br>Calculate area of a polygon.<br><br>Calculate perimeter of a polygon. |
| 1. Zoom to area of interest. |  |
| 2. On the Toolbar, click the Calculate Polygonal Area button.<br><br>The Polygon Area and Polygon Perimeter buttons appear in the Results section of the screen. | |

| | |
|---|---|
| 3. In the Results section of the screen, select the area units.<br><br>Note: You may need to scroll to see the Area units. |  |
| 4. In the results section of the screen, select the Perimeter Units. |  |
| 5. In the Main Map section of the screen, click on the starting point of the polygonal area you wish to select.<br><br>Note: It may take a while for your starting point to appear. Your Status Bar will show the progress of the process. |  |
| 6. After the starting point appears in the Main Map, click on the second point of your polygon perimeter.<br><br>Note: If you clicked on the wrong point, in the Results section of the screen, click Delete Last Point, and then select the correct point. |  |

| | |
|---|---|
| 7. Continue selecting points until you only need one more line to connect back to the starting point. |  |
| 8. In the Results section of the screen, click Complete Polygon. | |
| The polygon is completed.<br><br>The enclosed area is highlighted. The total area and each segment length is displayed.<br><br>In the Results section of the screen, the polygon perimeter length displays. |     |
| You can now:<br>• Select different units of measurement. After selecting the new units of measurement, move the mouse over the Main Map to update the distances to the new units of measurement.<br>• Click the Delete Last Point button, one or more times, and get measurements for polygons without the deleted points.<br>• Click the Clear Selection button to remove the highlighting from the measured area. |   |

## How to Locate a Coordinate on the Map (Locate By Coordinate button)

The Coconino County GIS web site uses the State Plane Coordinate system. Coordinates from other systems must be converted to State Plane in order to be located on this map. Additional coordinate systems will be added to the web site in the future.

| | |
|---|---|
| Locate By Coordinate | USE TO:<br><br>Locate a point using a State Plane Coordinate System. |
| 1. Press the F5 key on your keyboard to bring up the map of the entire county. | |
| 2. On the Toolbar, click the Locate By Coordinate button. | |
| 3. In the Results section of the screen, enter the coordinates. | |
| 4. Select the coordinate system.<br><br>Note: State Plane is the only coordinate system currently available. | |
| 5. Click Locate Coordinate. | |
| The coordinate displays in the Main Map.<br><br>Note: If you do not see a dot displaying the coordinate, uncheck Visible (and Refresh the screen) in some of the layers until you can see the coordinate. | |

## *Advanced Tasks*

The advanced section assumes that you know how to use the various methods to select an area to analyze, and can determine which selection method is best for your purposes. Detailed instructions for selecting areas of interest are not included in this section.

### Finding Parcel Information and Viewing Assessor's Maps if you Know Advanced Details about the Parcel (Property Data Search Analysis Tool)

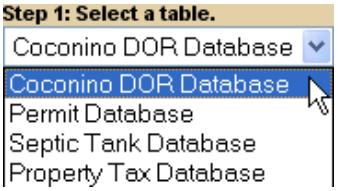
The Property Data Search Analysis Tool allows you to search by and for advanced details about the property.

| If you know: | You can find: |
|---|---|
| DOR parcel information<br>• Assessor's Office map number<br>• Tax area code number<br>• Book number<br>• Map number<br>• Section number<br>• Township number<br>• Range number<br>• Situs address<br>• Parcel size<br>• Land full cash value<br>• Improvement full cash value<br>• Total full cash value<br>• Total limited property value<br>• Land legal classification<br>• Improvement legal classification<br>• Use code<br>• Last updated<br>• Docket recorded<br>• Docket sale price<br>• Sale docket<br>• Sale page<br>• Affidavit sale price<br>• DOR area | • Assessor's Office map number<br>• Book<br>• Map<br>• Section<br>• Township<br>• Range<br>• Situs address<br>• Owner name<br>• Second owner name<br>• Third owner name<br>• Address<br>• City<br>• State<br>• Zip code<br>• Parcel size<br>• Land indicator<br>• Land full cash Value<br>• Improvement full cash value<br>• Total full cash value<br>• Total limited property value<br>• Land legal classification<br>• Improvement legal classification<br>• Use code<br>• Legal description<br>• Use code<br>• Docket sale price<br>• Sale docket<br>• Sale page<br>• Docket instrument type<br>• Instrument description<br>• Affidavit sale date<br>• Affidavit sale price<br>• DOR area |

| If you know: | You can find: |
|---|---|
| Property Tax information<br>• Tax year<br>• Assessor's Office map number<br>• Tax area code number<br>• Primary tax amount<br>• Secondary tax amount<br>• State Aid to Education amount<br>• Special district tax amount<br>• Total estimated tax amount<br>• Exempt type<br>• Delinquent code (D = delinquent)<br>• Owner name<br>• Address<br>• Situs address | • Tax year<br>• Assessor's Office map number<br>• Tax area code number<br>• Primary tax amount<br>• Secondary tax amount<br>• State Aid to Education amount<br>• Special district tax amount<br>• Total estimated tax amount<br>• Exempt type<br>• Delinquent code (D = delinquent)<br>• Owner name<br>• Address<br>• Situs address |
| Building Permit Information<br>• Parcel number (links to parcel map)<br>• Permit number<br>• Permit use type<br>• Land use zone<br>• Final date<br>• Issue date<br>• Owner name | • Parcel number (links to parcel map)<br>• Permit number<br>• Permit use type<br>• Land use zone<br>• Final date<br>• Issue date<br>• Owner name |
| Septic Tank Information<br>• Parcel number (links to parcel map)<br>• Septic permit number<br>• Number of bedrooms<br>• Approval date<br>• Owner name | • Parcel number (links to parcel map)<br>• Septic permit number<br>• Number of bedrooms<br>• Approval date<br>• Owner name |

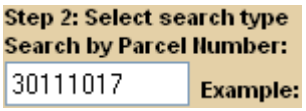
| | |
|---|---|
| 1. In the Analysis Tools section, click Property Data Search. | |

2. In the Database Search Tool screen, select the database that contains the information you wish to search. The information available in each database appears in the Report Items list on the right side of the screen.




3. Enter the required data for the type of search you wish to perform.

- If you know the APN, and wish to search for data on only one parcel:
  1. Enter the Parcel Number.




**Search by APN**

- If you know a value for one of the fields in the database and want to find all parcels with that value:
  1. Select the Field to Search
  2. Either enter the value you wish to search for, or select it from the list.

**Search by Field and Value**

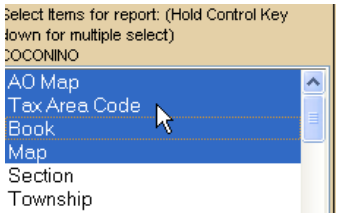
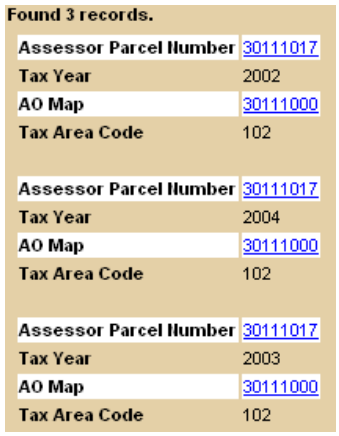
**Search by Owner Name**

- If you want to search only by owner name:
  1. Enter the owner name, or part of the owner name. The web site will find all the owners with the part of the name you enter. For example, entering BAD would get you property owned by people with the last name BAD, BADger, OnBADmer, and ReBAD.

- If you know the date range for one of the date types in the list to the right of the Date Range boxes:
  1. Enter the starting day, month and year.
  2. Enter the ending day, month and year.
  3. Select the Date Type.

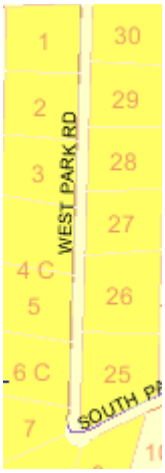
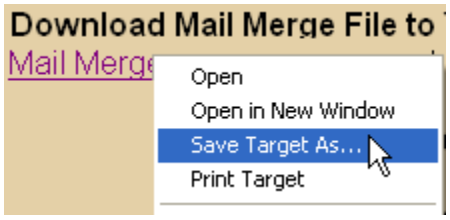
**Search by Date Range**

**Select Date Type**

| | |
|---|---|
| 4. In the list of report items, select the items to include in your results. To select more than one item, hold the CTRL key while selecting. |  |
| 5. Click Search. | |
| The search results display at the bottom of the screen.<br><br>Note: You may need to scroll to see all the search results. |  |

## How to Create Mail Merge Mailing Lists (Create Mail Merge File button)

| | |
|---|---|
| <br>Create Mail Merge File | USE TO:<br><br>Create a mail merge file for selected parcels.<br><br>Create a mail merge file for everyone within 1000 feel of a feature.<br><br>Create a mail merge file for everyone on a particular street.<br><br>Fields that can be included in the mail merge file are:<br>• Owner<br>• Mailing address<br>• City<br>• State<br>• Zip code<br>• Acreage<br>• Assessor's Parcel Number |

| | |
|---|---|
| 1. Select the parcels for which you wish to create a mail merge file.<br><br>Note: See Selecting Features to Analyze, hardcopy page 41. |  |
| 2. On the Toolbar, click the Mail Merge Button.<br><br>Note: Preparing the data may take a while. Your Status Bar will show the progress of the process. | |
| 3. In the Create Mail Merge Document Window, uncheck the boxes for the data you do not wish to include in your mail merge file. | |
| 4. Select the file extension.<br><br>Note: Select .txt to create a Word document. Select .csv (comma separated values) to create an Excel document. | |
| 5. Click Create Mail Merge Document. | |
| 6. Right-click the Mail Merge File link and select Save Target As. |  |

| | |
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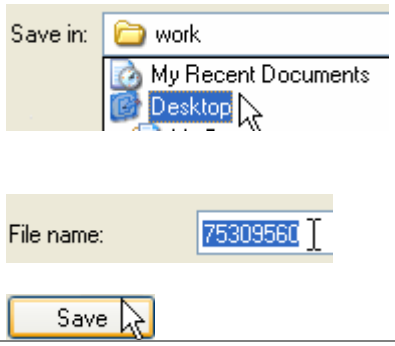
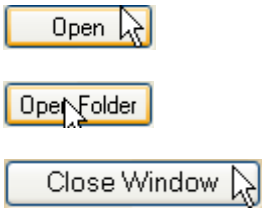
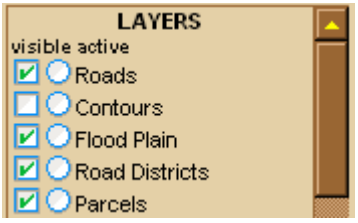
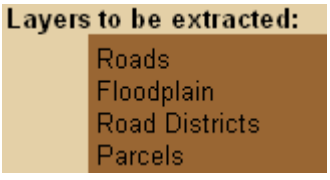
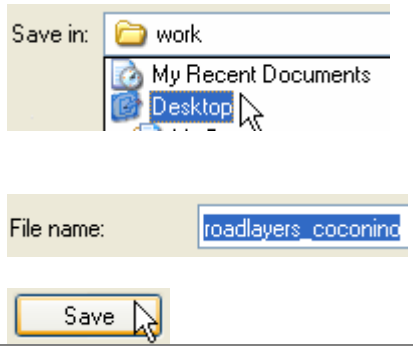
| 7. In the Save As dialog box, select the location in which to save the file.<br><br>8. Enter a meaningful file name.<br><br>9. Click Save. |  |
| The file is now saved to your computer.<br><br>Now you can:<br><br>• Open the file to view its contents<br>• Open the folder to verify that the file has been saved to the specified location<br>• Close the mail merge window and return to the Main Map. |  |

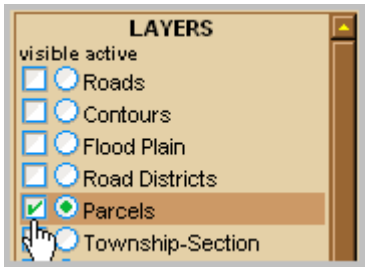
## How to Download Layer Files to Your Computer (Extract Layers button)

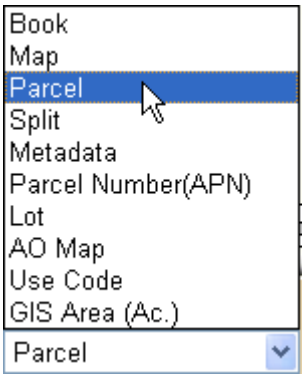
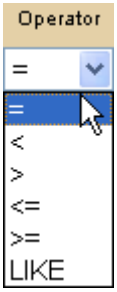
| | |
|---|---|
| <br>Extract Layers | USE TO:<br><br>Save layer data of the current view to your computer. Zip files include .shp, .dbx, and .shx files formats.<br><br>Note: Files cannot be downloaded for image layers such as aerial photos and contours. |
| 1. In the Layers section of the screen, check the Visible box next to each layer you wish to extract.<br><br>Note: In addition to the layers you select, the Colorado River, PEM streams, Main lakes, LCR Lakes, and Major Roads and Highways will always be extracted. |  |
| 2. Click the Extract Layers button. | |
| 3. In the Results section of the screen, verify that all the layers you wish to extract appear in the list. |  |

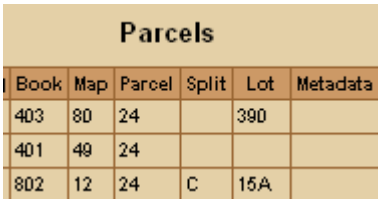
| | |
|---|---|
| 4. Click Extract. | |
| 5. In the Results section of the screen, click the Download link. | |
| 6. In the File Download dialog box, click Save. | |
| 7. In the Save As dialog box, select the location in which to save the file.<br>8. Enter a meaningful file name.<br>9. Click Save. |  |
| A .zip file with .shp, .shx, and .dbx files is saved to your computer. | |

## Searching an Active Layer using a Single Criterion (Query Tool)

The query tool allows you to use operators and Boolean expressions to search each layer of the GIS web site.

| | |
|---|---|
| <br>Query | USE TO:<br><br>Find a single feature within an active layer. |
| 1. In the Layers section of the screen, check the Visible box and select the Active button next to the layer you wish to search. |  |

| | |
|---|---|
| 2. If you have not checked the Auto-Refresh box, click Refresh Map. | |
| 3. Click the Query button. | |
| 4. In the Results section of the screen, select the field you wish to search.<br>In this example, we remember that the parcel Number is 24, but do not remember the Book and Map numbers. |  |
| 5. Select the operator. |  |
| 6. Enter or select the value for which you wish to search.<br>Click the Get Samples button if you are not sure how to format the value you are entering. For example, parcel numbers must be enclosed by quotation marks. | |
| 7. Click Add to Query String. | |
| 8. Click Execute. | |

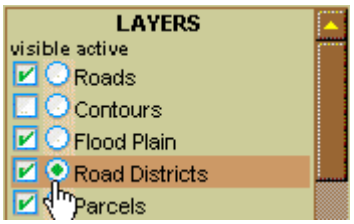
| | |
|---|---|
| The search results appear in the Results section of the screen.<br>Now you can:<br>• Click the Layers/Legend toggle to interpret the updated map. (The Main Map may not always update, depending upon the number of results in your search.)<br>• Click on links in the Results to view update the Main Map display. |  |

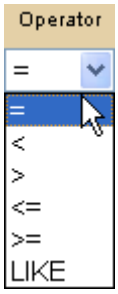
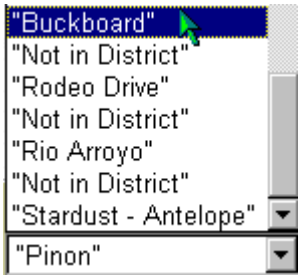
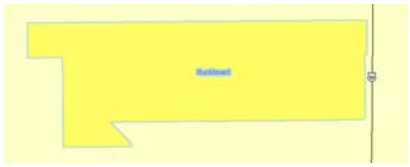
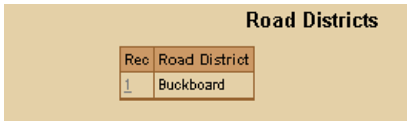
## Searching a Layer using Multiple Criteria (Query Tool)

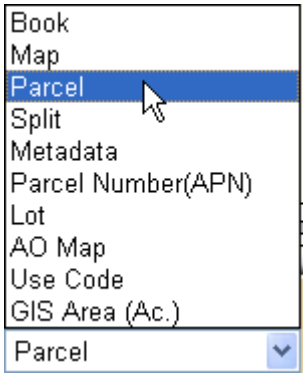
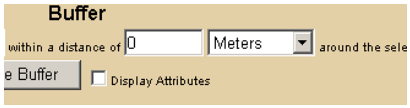
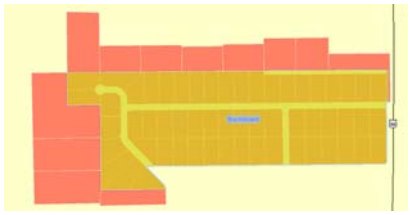
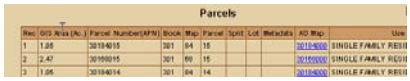
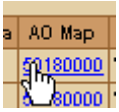
The query tool allows you to use operators and Boolean expressions to search each layer of the GIS website. The following few examples illustrate this.

| | |
|---|---|
| <br>Query | USE TO:<br>Find a combination of features.<br>Examples:<br>Creating a list of all parcels within the Buckboard road improvement district.<br>Finding all parcels within and in close proximity of Timberline/Fernwood subdivisoin which are vacant and 20 acres or more in size.<br>Locating and mapping all mobile homes in the Kachina Village area. |

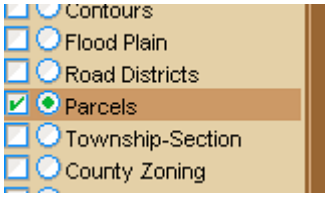
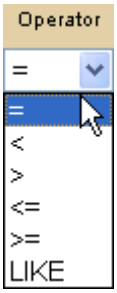
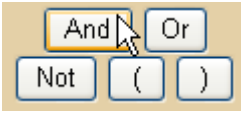
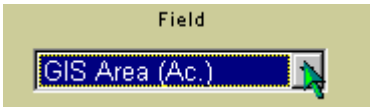
Create a list of all parcels within the Buckboard road improvement district:

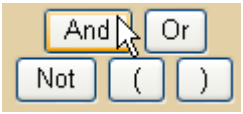
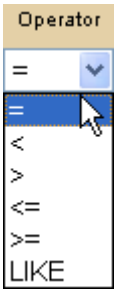
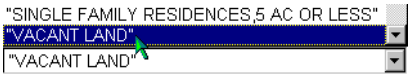
| | |
|---|---|
| 1. In the Layers section of the screen, check the Visible box and select the Active button next to the layer you wish to search.<br>In this example you will use the Road District layer. |  |
| 2. On the Advanced Toolbar, click the Query button. | |
| 3. In the Results section of the screen, select the field you wish to search.<br>In this example, select Road District. | |

| | |
|---|---|
| 4. Select the operator.<br>In this example, select the equal sign. |  |
| 5. Click Get Samples and select the value you wish to find.<br>In this example, select "Buckboard". |  |
| 6. Click Add to Query String. | |
| 7. Click Execute. | |
| The search results appear in the Results section of the screen. |  <br>  |
| 8. Click the Buffer button. | |

| | |
|---|---|
| 9. In the Results section of the screen, select the layer containing the feature you wish to find around the area you selected.<br><br>In this example, select the Parcels layer. |  |
| 10. Enter the distance and units around your selected area within which you want to find the nearby feature.<br><br>In this example, enter 0 meters, since we are finding the parcels IN the Buckboard road improvement district. |  |
| 11. Click Create Buffer. | |
| The Main Map displays all the selected features, fully or partially within the buffer distance of the selected area.<br><br>If you checked the Display Attributes check box, additional details about the feature display in the Results section of the screen.<br><br>In this example, the list of parcels within the Buckboard road improvement district displays. |  <br>**Selected Area and Features**<br><br>  <br>**Selected Feature's Additional Details** |
| Now you can:<br><br>• Click the Layers/Legend toggle to interpret the symbology of the selected features.<br>• Click on AO Map links in the Results to view the Assessor's scanned maps. | <br>  |

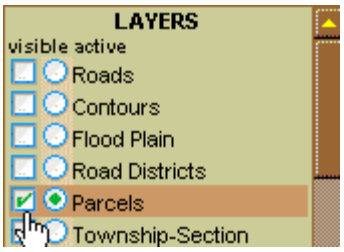
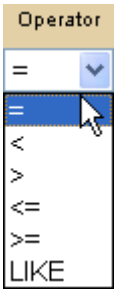
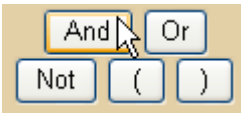
Find all parcels within and in close proximity of Timberline/Fernwood subdivisoin which are vacant and 20 acres or more in size: (Timberline/Fernwood is in Assessor's Book 301. If you did not know this you could follow the instructions above to find the Assessor's Book number)

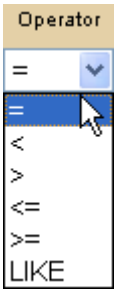
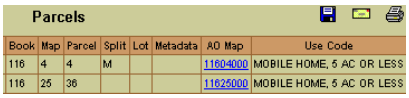
| | |
|---|---|
| 1. In the Layers section of the screen, check the Visible box and select the Active button next to the layer you wish to search.<br>In this example you will use the Parcels layer. |  |
| 2. On the Advanced Toolbar, click the Query button. | |
| 3. In the Results section of the screen, select the field you wish to search.<br>In this example, select Book. | |
| 4. Select the operator.<br>In this example, select the equal sign. |  |
| 5. Enter the value you wish to find.<br>In this example, enter 301. | |
| 6. Click Add to Query String. | |
| 7. Click the And button. |  |
| 8. Select the field to search.<br>In this example, select GIS Area. |  |

| | |
|---|---|
| 9. Select the operator.<br>In this example, select Greater than or Equal To. | |
| 10. Enter the value.<br>In this example, enter the value 20. | |
| 11. Click Add to Query String. | |
| 12. Click the And button. |  |
| 13. Select the third field to search.<br>In this example, select Use Code. | |
| 14. Select the operator.<br>In this example, select Equals. |  |
| 15. Click Get Samples. | |
| 16. Select the value.<br>In this example, select Vacant Land. |  |
| 17. Click Add to Query String. | |
| 18. Click Execute. | |

| |
|---|
| The search results appear in the Results section of the screen. |

Locate and map mobile homes in the Kachina Village area. (In this example, we know that the Kachina Village area is in Assessor's Map book 116.)

| | |
|---|---|
| 1. In the Layers section of the screen, check the Visible box and select the Active button next to the layer you wish to search.<br>In this example you will use the Parcels layer. |  |
| 2. On the Advanced Toolbar, click the Query button. | |
| 3. In the Results section of the screen, select the field you wish to search.<br>In this example, select Book. | |
| 4. Select the operator.<br>In this example, select the equal sign. |  |
| 5. Enter the value you wish to find.<br>In this example, enter 116. | |
| 6. Click Add to Query String. | |
| 7. Click the And button. |  |

| | |
|---|---|
| 8. Select the second field to search.<br>In this example, select Use Code. | |
| 9. Select the second operator.<br>In this example, select Equals. |  |
| 10. Click Get Samples. | |
| 11. Select the value.<br>In this example, select Mobile Homes. | |
| 12. Click Add to Query String. | |
| 13. Click Execute. | |
| The search results appear in the Results section of the screen. |  |

## Appendix A

Some or all of the following information will be displayed in a One-Stop Shop report. All available information for a selected parcel will be displayed. If the information for a given category is not available for the selected parcel, the category will not be displayed in the One-Stop Shop report.

| Category | Details |
|---|---|
| Parcels | • Book<br>• Map<br>• Parcel<br>• Split<br>• Assessor's Parcel Number (APN)<br>• Lot<br>• Assessor's Office Map |
| Property | • Assessor's Parcel Number (APN)<br>• Tax area code<br>• Book<br>• Map<br>• Section<br>• Township<br>• Range<br>• Situs address<br>• Mailing address<br>• Owner name and ownership type<br>• Second owner<br>• Third owner<br>• Fourth owner<br>• Parcel size (DOR area)<br>• Land full cash value<br>• Land legal classification<br>• Improvement legal classification<br>• Legal description<br>• Last updated<br>• Docket recorded<br>• Docket sale price<br>• Sale docket<br>• Sale page<br>• Docket instrument type<br>• Instrument description<br>• Affidavit sale date<br>• Affidavit sale price<br>• DOR Area<br>• Property status<br>• Improvement full cash value<br>• Total full cash value<br>• Use code<br>• Total limited property value<br>• Assessor's Office Map |

| Category | Details |
|---|---|
| Property Tax<br>(4 most recent years) | • Assessor's Parcel Number (APN)<br>• Tax year<br>• Tax area code<br>• Primary tax<br>• Secondary tax<br>• State aid<br>• Special district tax<br>• Total tax estimated<br>• Exempt type<br>• Delinquent code |
| Construction | • Assessor's Parcel Number (APN)<br>• Tax year<br>• Construction year / effective age<br>• Primary improvement area<br>• Primary improvement count<br>• Use code description<br>• Appraisal date |
| Building Permits | • Assessor's Parcel Number (APN)<br>• Permit owner<br>• Permit number<br>• Permit issue date<br>• Plan check number<br>• Unit<br>• Lot<br>• Street<br>• Description<br>• Square feet<br>• Floodplain<br>• Highway App. Number<br>• Dbl. Fee<br>• Zone<br>• Value |
| Septic Permits | • Assessor's Parcel Number (APN)<br>• Assessor's Office Map<br>• Septic permit number<br>• Unit<br>• Lot<br>• Owner name<br>• Tank size<br>• Leash square feet<br>• Number of Rooms<br>• Issue date |

| Category | Details |
|---|---|
| Township / Range / Section | • Township<br>• Range<br>• Section<br>• Township-Range-Section |
| Roads | • Street name<br>• Alternate street name<br>• Left side of street zip code<br>• Right side of street zip code<br>• Owner type code |
| Road District | • Road district name |
| Railroad | • Route name |
| County Zoning | • Zone letter<br>• Zone description |
| School District | • School district name |
| FUSD Elementary School District | • Elementary school name |
| FUSD Middle School District | • Middle school name |
| FUSD High School District | • High school name |
| Congressional District | • Congressional district number |
| Legislative District | • Legislative district number |
| Supervisor District | • Supervisor district number<br>• Supervisor name |
| Voting Precinct and Polling Location | • Voting precinct number<br>• Voting precinct name<br>• Supervisor district number<br>• Polling Location<br>• Polling Address |
| Census 2000 | • Census 2000 ID number<br>• Block Id number<br>• State and federal ID number<br>• Acres in district<br>• Population<br>• Population per square mile |
| Subdivisions | • Subdivision name |
| Planning Area | • Area plan name |
| Lighting Zones | • Lighting zone number<br>• Buffer distance |
| Assessor's Map | • Assessor's map number |
| Assessor's Books | • Assessor's book number |
| Land Ownership | • Land ownership type |
| Enterprise Zone | • Greater Flagstaff Economic Council enterprise zone |

| Category | Details |
|---|---|
| Drainage Class | • Map unit number<br>• Map unit name<br>• SSURGO acreage<br>• Majority component<br>• Component percentage<br>• Component drainage class<br>• Component key<br>• Component hydrologic group<br>• Restriction depth to bedrock – high<br>• Restriction depth do bedrock – low |
| Contours | • Elevation |
| Floodplain | • Firm panel<br>• Quadrant<br>• Zone<br>• Panel<br>• Panel Type<br>• Latitude<br>• Longitude<br>• Quadrant unit<br>• COBRA<br>• SFHA |
| Fire District | • Fire district name |
| City Limit | • City name |
| Coconino County Flood District | • In or out of flood district |
| Property Valuation | • Assessor's Parcel Number (APN)<br>• Land Full Cash Value<br>• Improvement Full Cash Value<br>• Real Property Full Cash Value<br>• Total Full Cash Value<br>• Land Ratio<br>• Improvement Ratio<br>• Real Property Ratio<br>• Appraisal Date |
| Sanitation Districts | • District name |
| Water Districts | • District name |